CardMinder™
User's Guide

FUJITSU

INTRODUCTION

■ About This Manual

This document describes the use of CardMinder, a business card scanning application.

1) About CardMinder
   (A quick look at CardMinder)

2) Configuration Before Scanning
   (Setting options before scanning)

3) Scanning and Exporting Business Card Data
   (Basic procedures for common scanning tasks)

4) Business Card Data Handling
   (Maintaining and using your Business Card database)

5) Correcting Recognized Character data
   (Correcting the recognized data on a Business card)

6) Setting Preferences
   (Setting CardMinder preferences)

7) Updating CardMinder Online

8) Troubleshooting
   (Detecting and fixing CardMinder errors)

Symbols Used In This Manual

This manual uses the following symbols in explanations.

ATTENTION This symbol alerts operators to particularly important information. Be sure to read this information.

HINT This symbol alerts operators to helpful advice regarding operation.

Screen Examples In This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.
The screenshots used in this manual were of those in Windows XP.
If the screenshots in this manual differ from the actual screens, follow the actual ones.

■ Note, Liability

READ ALL OF THIS MANUAL AND RELATED MANUAL CAREFULLY BEFORE USING THIS PRODUCT.
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The screen examples in this manual are created according to Microsoft Corporation's Guideline.

How Trademarks and Product Names are indicated in this Manual

In this document, the following product names are abbreviated as follows:

ScanSnap:	Color image scanner ScanSnap^{TM}
CardMinder:	CardMinder^{TM} application for ScanSnap
Microsoft Internet Explorer	: Microsoft$^{®}$ Internet Explorer$^{®}$
Microsoft Office:	Microsoft$^{®}$ Office
Microsoft Outlook:	Microsoft$^{®}$ Outlook$^{®}$
Windows Mail:	Microsoft$^{®}$ Windows$^{®}$ Mail

The names of the operating systems are abbreviated as follows:

Windows 2000:	Microsoft$^{®}$ Windows$^{®}$ 2000 Professional operating system
Windows XP:	Microsoft$^{®}$ Windows$^{®}$ XP Professional operating system
	Microsoft$^{®}$ Windows$^{®}$ XP Home Edition operating system
Windows Vista:	Microsoft$^{®}$ Windows Vista$^{®}$ Home Basic operating system
	Microsoft$^{®}$ Windows Vista$^{®}$ Home Premium operating system
	Microsoft$^{®}$ Windows Vista$^{®}$ Business operating system
	Microsoft$^{®}$ Windows Vista$^{®}$ Enterprise operating system
	Microsoft$^{®}$ Windows Vista$^{®}$ Ultimate operating system

Where there is no need to distinguish one of the above operating systems from other ones, the general term "Windows" is used.
In addition, "® (registered trademark)" and "^{TM} (trademark)" are omitted in this document.

■ Manufacturer

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Chapter 1
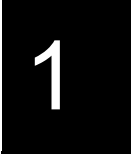

About CardMinder

1

This chapter describes the features and basic operations of CardMinder.

1.1　About CardMinder

CardMinder is an application that scans your business cards with an image scanner and converts them into the address database. CardMinder allows quick scanning, image recognition, and database management for all your office scanning needs.

Using an OCR (Optical Character Recognition) engine and sharing recognized data with a PIM (Personal Information Manager), CardMinder is able to...

- Scan business cards and convert them into database records
- Recognize the characters on the business card and send the character data to a PIM (Personal Information Manager)
- Copy scanned business card's data to removable media together with the viewer application so as to use the data on other personal computers
- Link related files to respective contacts (records in the address database)
- Easily find a record (contact) extracted from a business card image, using simple keyword searches

Business card data
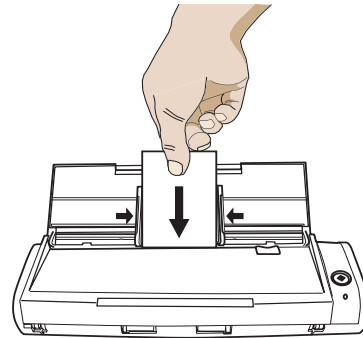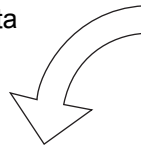
CardMinder window:

"Here gives an illustration of the S300 as an example.
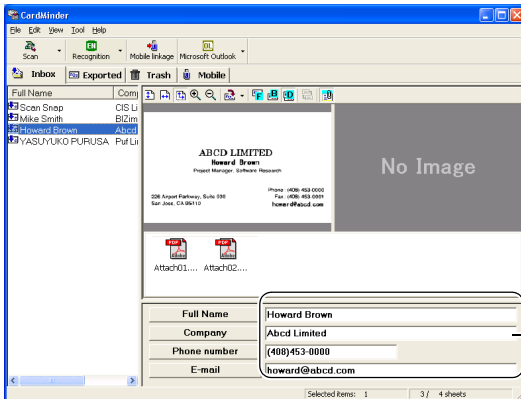
Extracted data

PIM window (Microsoft Outlook for example):

Extracted data

■ **System Requirements**

CardMinder runs on the system of the following environment:

Computer:

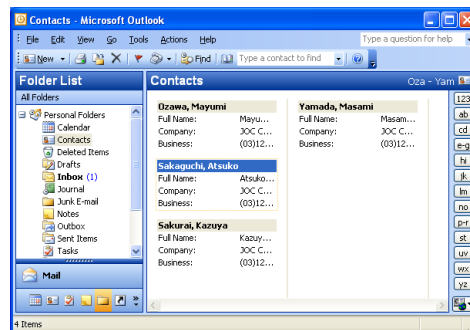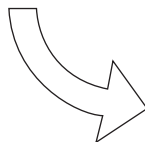| Operating System(*1)	Windows 2000 Windows XP	Windows Vista
CPU	Intel Pentium III processor 600 MHz or higher (*2)	Intel Pentium 4 processor 1.8 GHz or higher (*2)
Memory	256 M byte or more (*2)	512M byte or more (*2)
Disk capacity	200 M byte or more of free disk spaces are required. (*3)	

*1 : It is recommended the operating system be used with the latest Service Pack applied.

*2 : If the system requirements for the scanner are higher than the above requirements, it is recommended to use CardMinder in the operating environment that meets the system requirements for the scanner or higher.

*3 : To save the data of one business card (Duplex, Color, and Best image quality scanning), 250K bytes of disk space is required.
Estimate the total amount of necessary disk space according to the number of business cards you are to scan.

HINT

Microsoft Internet Explorer 6.0 or later must be installed.

Other requirements :

- CD-ROM drive (required for the installation of CardMinder)
- ScanSnap* or the scanner that complies to TWAIN Standard (required for scaning business cards)

HINT

"ScanSnap" is a FUJITSU compact color scanner. Although it is not compatible with TWAIN Standard, this novel scanner can create PDF files directly from scanned images with the touch of a button. For more details, please visit our website at: http://scansnap.fujitsu.com

- Removable media
 (8 MB or more free space is required for using Mobile linkage function)
- Keyboard
- Mouse
- Display

ATTENTION
- If the screen resolution is set to 800 x 600, line breaks will occur at positions where it would be inappropriate and lines of characters are misaligned when you change a point size to a larger one.

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About CardMinder

ATTENTION
- To recognize and view Japanese and Chinese business cards, change the settings as follows:
  Windows 2000: Select "Control Panel," -> "Regional Options," -> the "General" tab. Check "Japanese," "Simplified Chinese," "Traditional Chinese," or "Korean" under "Language settings for the system."
  Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later version.
  Windows XP: Select "Control Panel," -> "Regional and Language Options, " -> the "Languages" tab. Check "Install files for East Asian languages" under "Supplemental Language support."
  Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later.
  Windows Vista: Install Universal Font(Arial Unicode MS) from installation CD of Microsoft Office 2003 or later version.
- Business cards written in Chinese or Korean cannot be recognized with scanners that support the TWAIN driver.
- To text-recognize a business card written in Chinese or Korean with CardMinder, ScanSnap must be ready to scan. Make sure that ScanSnap is powered

  on and the ScanSnap Manager icon on the task bar is in the S or S ready state.
- CardMinder can interact with other applications. However, characters written on business cards may not be displayed properly in the interacting application.

1.2   Features of CardMinder

The features of CardMinder are as follows:

- Scan one side or both sides of business cards just at the touch of the button on the scanner. (ScanSnap).
- Capture memo written on business cards and create a database.
- Recognize characters on business cards, and automatically convert them into database records, assigning to specific database fields such as Full Name and Company, which are used as keywords.

    Records assigned in the following fields can be keywords:

    > Full Name
    > Company
    > Department
    > Job title
    > ZIP / Postal codes
    > Address
    > Location / Region
    > Phone number
    > Fax number
    > Mobile phone
    > E-mail
    > Web site address
    > Memo
    > Save date

- Export recognized data to PIMs (Personal Information Manager)

    Supported Applications: Microsoft Outlook 2000/2003/2007

    > Microsoft® Outlook Express 6
    >
    > ACT!™ Version 6.0
    >
    > GoldMine® Version 6.0
    >
    > Windows Mail (in WIndows Vista)
    >
    > Microsoft® Excel (when the CSV format is used)

- Search for business card records quickly by Full Name or Company

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About CardMinder

1.3 Operation Flow

You can operate CardMinder by doing the following:

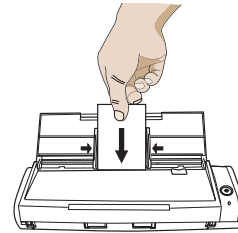**Selecting (See Chapter 2)**
- An application to which the data is exported.

↓

Scanning and recognizing a business card (See Section 3.1)

1. Set business card(s) onto the scanner.
2. Scan the business card(s).
3. After scanning is complete, the recognized card's data is displayed in the Main window.
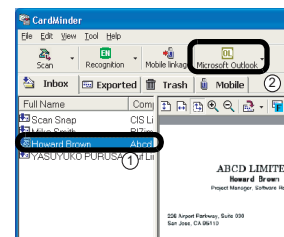
"Here gives an illustration of the S300 as an example.

↓

Exporting the database records (See Section 3.2)

1. Select the record you want to export on the [Inbox] tab.
2. Click the [Export] button.

↓

**Managing the database records (See Chapter 4)**

1. Select any record on the [Inbox] tab, [Trash] tab or [Exported] tab.
2. From the [Edit] menu, do the following:
- Delete the business card record. (See Section 4.2 or Section 4.5.)
- Delete the business card record from the [Trash] tab. (See Section 4.4.)
- Restore the business card record. (See Section 4.3.)
- Attach related files. (See Section 4.8)

↓

Common Daily Tasks

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About CardMinder
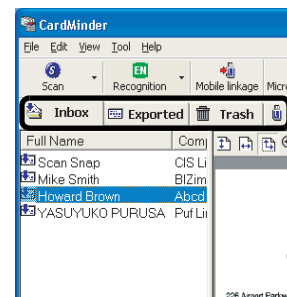
Recognizing the data anew (See Chapter 5)

1. Select [Tool] on the menu bar -> [Recognition Language], or click [▼] on the right side of the [Recognition] button and then select a language to use from the list. (See Section 5.1.)
2. Select the business card record on the [Inbox] tab or the [Exported] tab.
3. Recognize the data anew.
  • Recognize business cards anew. (See Section 5.2.)
  • Recognize data selected in the rectangular area. (See Section 5.3.)
  • Recognize by keyword in the rectangular area. (See Section 5.4.)
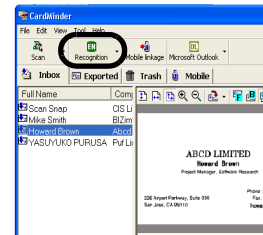
**Correcting Recognized data (See Section 5.5)**

1. Select a record on the [Inbox] tab or the [Exported] tab.
2. Correct the character strings.

Extracting the data (See Section 4.6)

1. Select the data from the [Inbox] tab or the [Exported] tab.
2. Drag and drop the business card image you want to extract onto Desktop.
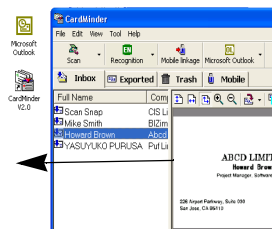
Viewing the data on other PCs (See Section 4.9)

1. Select the data from the [Inbox] tab or the [Exported] tab.
2. Drag and drop the image data onto the [Mobile] tab.
3. Set the removable media onto your personal computer.
4. Click the [Mobile Linkage] button.
 ⇒ You can view the data on another PC.
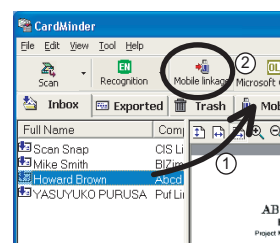
Sending e-mail (See Section 4.10)

1. Select the data on the [Inbox] tab, the [Exported] tab, the [Trash] tab, or the [Mobile] tab.
2. Select [Tool] on the menu bar -> [E-mail], or right-click on the data listed and select [E-mail] from the menu.

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About CardMinder
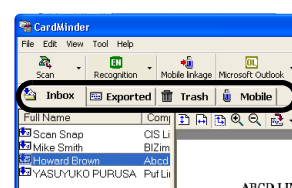
**Displaying the Web browser (See Section 4.11)**

1. Select the data on the [Inbox] tab, the [Exported] tab, the [Trash] tab, or the [Mobile] tab.
2. Select [Tool] on the menu bar -> [Web page browse], or right-click on the data listed and select [Web page browse] from the menu.
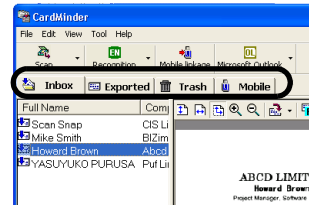
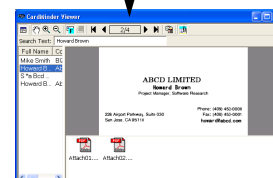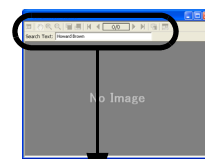**Searching data (1) (See Section 4.1)**

1. In another application (Microsoft Notepad etc.), select character strings you want to find (Full Name or Company).
2. Press the F3 and Alt keys simultaneously on your keyboard.
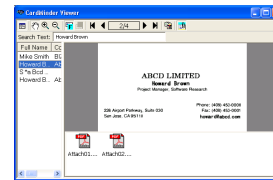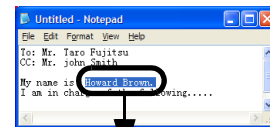
Searching data (2) (See Section 4.7)

1. Activate CardMinder.
2. Select [Edit] on the menu bar -> [Find...].
3. On the [Find] window, enter the character string you want to find (Full Name or Company) in the [Find what:] box and click the [Find] button.
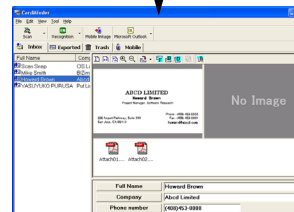
Searching data (3) (See Section 4.7)

1. Open CardMinder Viewer.
2. Enter character strings you want to find (Full Name or Company) in the [Search Text:] box and press the [Enter] key.
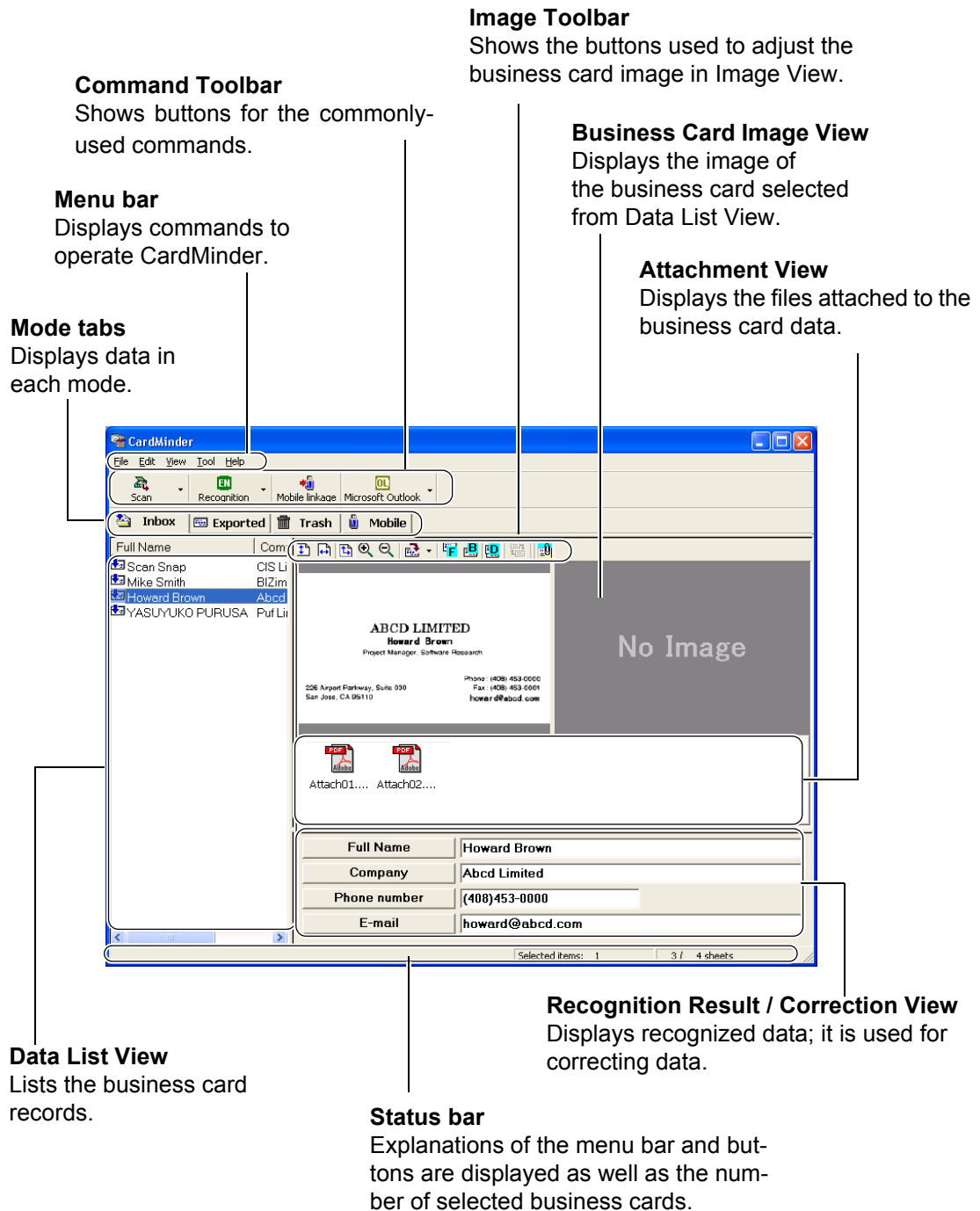
1.4 Operation Windows
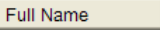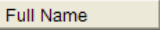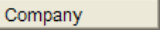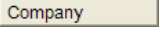
There are two types of operation windows in CardMinder.

■ Main window

Command Toolbar
Shows buttons for the commonly-used commands.

Menu bar
Displays commands to operate CardMinder.

Mode tabs
Displays data in each mode.

Image Toolbar
Shows the buttons used to adjust the business card image in Image View.

Business Card Image View
Displays the image of the business card selected from Data List View.

Attachment View
Displays the files attached to the business card data.

Data List View
Lists the business card records.

Status bar
Explanations of the menu bar and buttons are displayed as well as the number of selected business cards.

Recognition Result / Correction View
Displays recognized data; it is used for correcting data.

Button view		Function
Command Toolbar	Scan	Start scanning of business card(s). With the [▼] button, you can change scanning settings (Duplex/Simplex) and: • With ScanSnap: You can set scanning quality (Normal/Better/Best). • With TWAIN scanners: You can set resolution (150/200/300/400dpi)
	EN Recognition	Recognize the business card selected in the Data List View. Only the characters on the front side of the business card are recognized. The recognition result will automatically be displayed in Recognition / Correction View. With the [▼] button, you can select the language for recognition.
	Mobile linkage	Copy the business card's data (database records) on the [Mobile] tab to removable media and then you can use the data on other personal computers.
	OL Microsoft Outlook	Export the business card's data to another application. The data on any tabs can be exported to the application specified. In addition, the data on the [Inbox] tab is moved to the [Exported] tab. The button at the left shows that the destination is Microsoft Outlook. Refer to Chapter 2 to select different applications.

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Button view		Function
Image Toolbar	⬆️	The height of the business card image is adjusted to Image Display View.
	↔️	The width of the business card image is adjusted to Image Display View.
	⤢	The height and width of the business card image is adjusted to the image display view.
	🔍	The business card image size is enlarged.
	🔍	The business card image size is reduced.
	↻ ▾	Rotate the business card image 90 degrees clockwise. Click the [▼] button to change the rotation angle and plane.
	F	Display the front side image of the business card. If no image exists, [No Image] is shown instead.
	B	Display the back side image of the business card. If no back side image exists, [No Image] is shown instead.
	D	Display both the front and back side images together. You can specify how to display the business card image by selecting [View] on the menu bar -> [Show duplex image] -> [Split view window vertically] / [Split view window horizontally]. On the left side (or Upper side) of the Business Card Image View, the front side of the business card is shown. On the right side (or Lower side) of the Business Card Image View, the back side of the business card is shown. If you select [Auto] from the [Show duplex image] submenu using the [View] menu, CardMinder automatically selects either of view types (splitting vertically or horizontally) based on the front side image of the business card, so that the images can be displayed in their maximum size. If no back side image exists, [No Image] is shown.
	🔁	Swap the front and back side of the business card image. The same result is obtained by clicking the [View] menu and the [Swap data (front and back)] command.
	📎	Display or hide the Attachment View.
Mode tabs	[Inbox] tab	Contacts that have not been exported to an application are on this tab.
	[Exported] tab	Contacts that have been exported to an application are on this tab.
	[Trash] tab	Contacts that have been sent to the Trash are on this tab.
	[Mobile] tab	Contacts to be copied to removable media are on this tab.

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About CardMinder

Button view		Function
Data List View	Full Name	Clicking the heading Full Name sorts names in alphabetical order. On the heading clicked for sorting, the △ mark or the ▽ mark appears. Note that if names are listed in the order scanned (the top of the list is the latest), no marks appears.
	Company	Clicking the heading Company sorts company names in alphabetical order. On the heading clicked for sorting, the △ mark or the ▽ mark appears. Note that if company names are listed in the order scanned (the top of the list is the latest), no marks appears.

■ CardMinder Viewer

You can open this viewer by doing any one of the following:

- •Search words with another application such as Microsoft Notepad and so on.

- •From the [Start] menu on the Desktop, select [All Programs] -> [CardMinder V3.2] -> [CardMinder Viewer].

- •Double-click on the [🐾] icon on the task bar, which is present when CardMinder Viewer is active.

Image Toolbar
Shows buttons used to adjust the business card image displayed in the Image View.

Business Card Image View
Displays the image of the business card selected in Data List View.
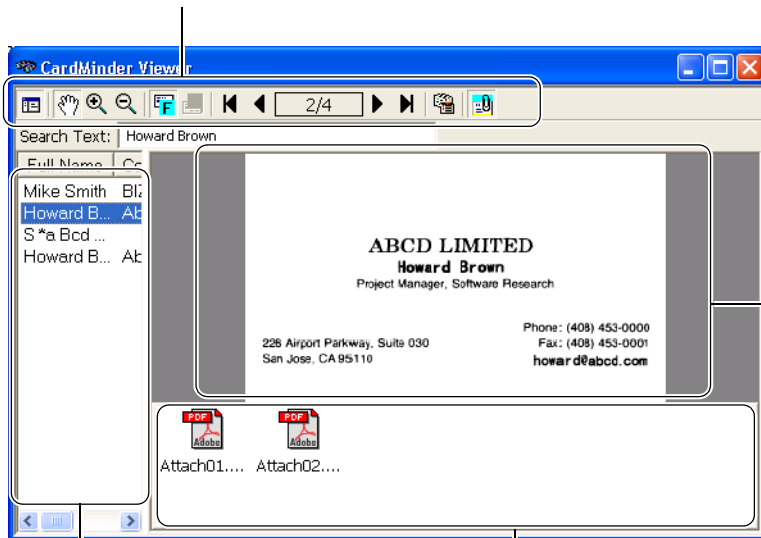
Data List View
Lists the searched business card records.

Attachment View
Displays files attached to the business card, which is selected in the Data List View.

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About CardMinder

HINT

As the default settings, Data List View and Attachment View are hidden.

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About CardMinder

Button view		Function
Image Toolbar		Display or hide the Data List View.
		Move an image of a business card, dragging the image.
		The image size is enlarged using the clicked point as the zoom center.
		The image size is reduced using the clicked point as the zoom center.
		Display the front side image of the business card.
		Display the back side image of the business card. If no back side image exists, this button is disabled.
		The previous business card is shown.
		The next business card is shown.
		Display the first business card data.
		Display the last business card data.
		The currently-selected business card image are shown on the main window.
		Display or hides the Attachment View.
Data List View	Full Name	Clicking the heading Full Name sorts names in alphabetical order.
	Company	Clicking the heading Company sorts company names in alphabetical order.

1.5   User Authority

The user authority to use CardMinder is as follows:

- If your operating system is Windows 2000 Professional or Windows XP Professional, you must be authorized as Standard User (Power Users group) or higher levels of user to log on and use this software.

- If your operating system is Windows XP Home Edition, you must be authorized as the computer administrator to log on and use this software.

- If your operating system is Windows Vista, you must be authorized as Standard User or higher levels of user to log on and use this software.

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About CardMinder

Chapter 2

Configuration Before Scanning

This chapter describes how to select a PIM (Personal Information Manager) application to use with CardMinder.

For information about how to configure advanced settings for CardMinder, refer to Chapter 6.

1. From the [Start] menu on the desktop, select [All Programs] -> [CardMinder V3.2] -> [CardMinder V3.2].

    ⇒ The main window of CardMinder appears.

2. Select [File] -> [Export to].

    ⇒ A list of PIM applications appears. The marked application is the currently selected one.
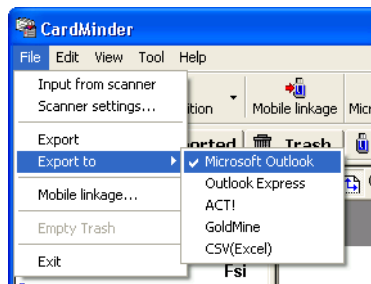
3. Click an application to which you want to export the business card data.

HINT

You can choose only one application. When you change the application, a new button appears in the main window of CardMinder.

Chapter 3

Scanning and Exporting Business Card Data

This chapter describes the procedure for scanning business cards with a scanner.
There are two ways of scanning; they are, Flatbed scanning and ADF (Auto Document Feeder) scanning. Further information on both ways are described in this chapter.

3

3.1 How to Scan Business Cards

This section describes the business card scanning with the following:

- Flatbed
- ADF (Automatic Document Feeder)

■ Scanning with the Flatbed

1. Open the scanner document cover.

Document cover
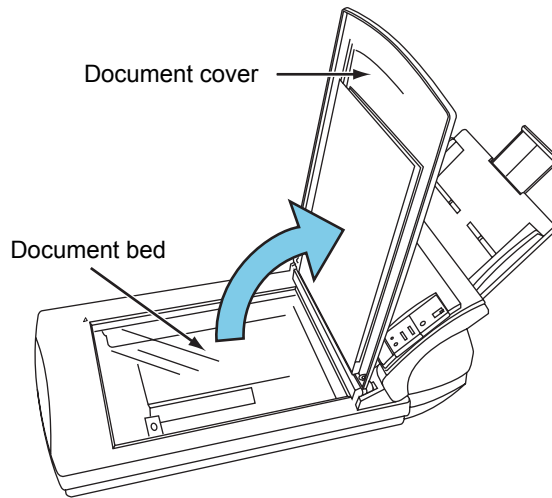
Document bed

2. Place business cards with its face down on the document bed.

1. Scanning one card

Back side

2. Scanning multiple cards

Back side   Back side

Back side   Back side

Back side   Back side

Back side   Back side
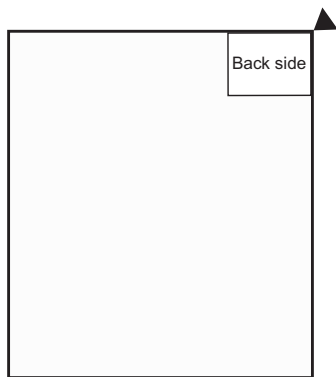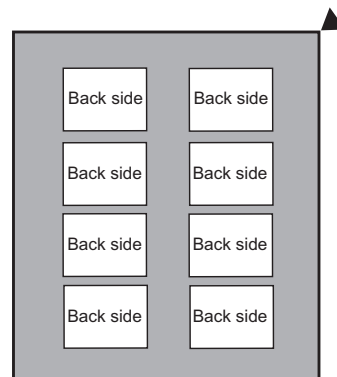
Arrange the cards so that they do not overlap each other, keeping enough distance between them.

3

Scanning and Exporting Business Card Data

ATTENTION

You cannot scan multiple cards at a time if the types of business cards are the following:

- Business cards with a dark-colored line running across the length
- Business cards with its edge dark-colored

Scan these business cards one-by-one.

ABCD LIMITED

Haward Brown

Project Manager. Software Research

226 Airport Parkway, Suite 030   Phone: (408) 453-0000
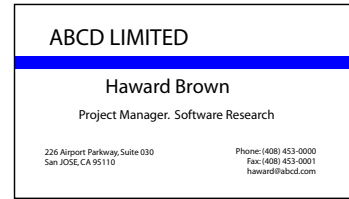San JOSE, CA 95110   Fax: (408) 453-0001
                                      haward@abcd.com

When you scan only one business card, it is necessary to select "1 card to reference point" on "Flatbed scanning method" of the [Scanner settings] window. Refer to Step 9 for details on the [Scanner settings] window.

----

3. If you are scanning multiple cards per scan, spread out dark-colored paper, and place it over the business cards.

Use dark-colored paper that covers the entire glass surface of the document bed.

4. Close the scanner document cover.

5. Select [File] on the menu bar -> [Scanner settings].
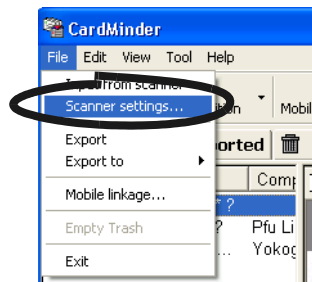
⇒ The following window appears.
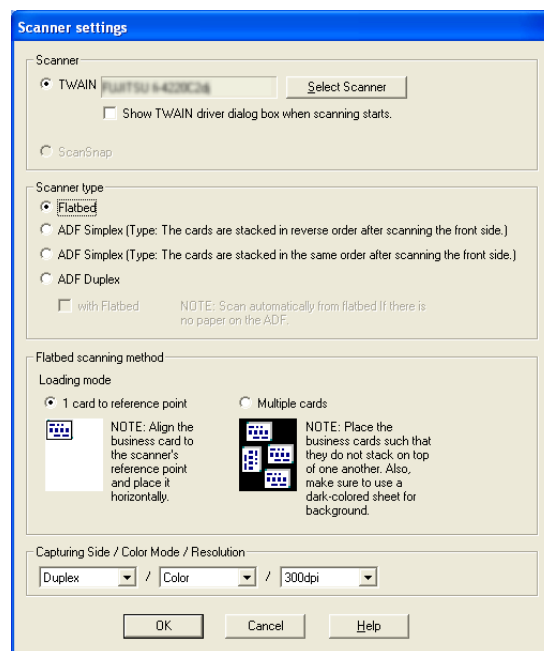
6. <u>To use a TWAIN-compliant scanner</u>, click the [Select Scanner] button.

HINT

If you mark the "Show TWAIN driver dialog box when scanning starts" check-box, the driver dialog box will appear before scanning starts, and you will be able to specify scanning settings. Note that the settings configured in the TWAIN driver dialog box is valid only for the scanning of this time.

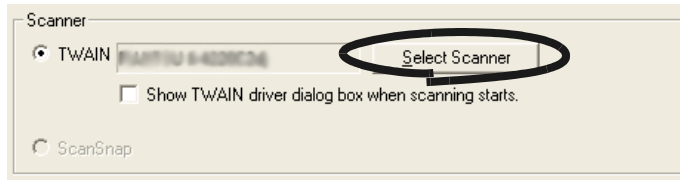7. Select the scanner to use, and then click the [Select] button.
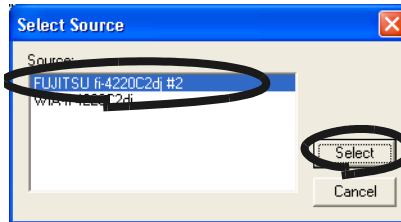
8. Under "Scanner type," select the "Flatbed" radio button.
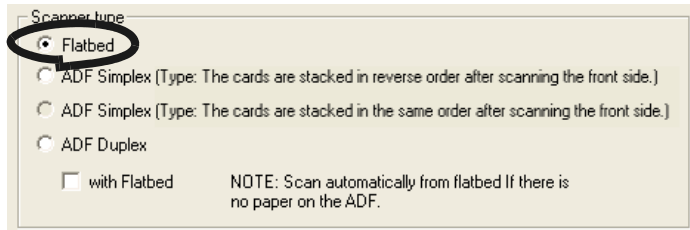
9. Under the "Flatbed scanning method," specify the "Loading mode" of the business card(s).
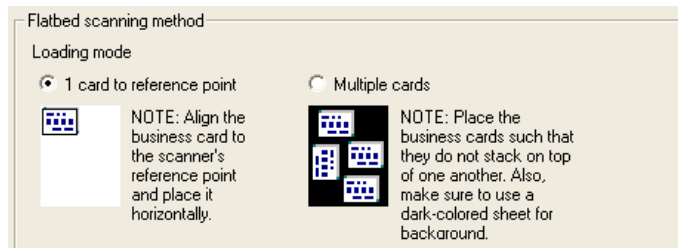
1) To scan one card per scan, select "1 card to reference point."
2) To scan multiple cards per scan, select "Multiple cards."

10. Specify desired "Capturing Side/Color Mode/Resolution" settings for scanning.
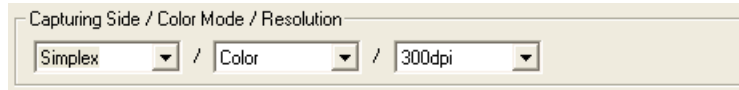
Capturing Side / Color Mode / Resolution

Simplex ▼ / Color ▼ / 300dpi ▼

Capturing Side: If the business card is a one-sided one, select "Simplex." If it is a two-sided one, select "Duplex." When two-sided cards are scanned, back sides are scanned after front sides have been scanned.
When the message below appears, turn over the business card, and click the [OK] button.

CardMinder

Front side scan is completed. Turn over the stack of cards. Place it on the tray and click the [OK] button.
NOTE: If you are using a flatbed scanner, turn over the card and place it on the same area.

OK   Cancel

If you click the [Cancel] button, scanning mode is switched to Simplex.

Color Mode: Specify the color mode, "B&W" (Black & White) or "Color."

Resolution: Specify the resolution to be used.
TWAIN scanners: 150, 200, 300, and 400dpi.
Scanning in color mode: "Best" or 300dpi is recommended.
Scanning in B&W mode: "Best" or 400dpi is recommended.

11. When the configuration is finished, click the [OK] button to close the [Scanner settings] window.

12. Click the [Scan] button on the toolbar.

ATTENTION

You may see the scanner driver dialog box (TWAIN dialog box) when scanning business cards.
If this is the case, specify the following and proceed with operation.

• Recommended resolution
Color mode: 300 dpi
B&W mode: 400 dpi
• Paper size
Flatbed: A4

⇒ When the scanning is complete, the scanned images of the business cards are displayed on the [Inbox] tab of the main screen.

3

Scanning and Exporting Business Card Data

■ **Scanning with the ADF (Automatic Document Feeder)**

1. Load a business card onto the scanner.

   (To scan multiple cards, stack the cards together and load them.)
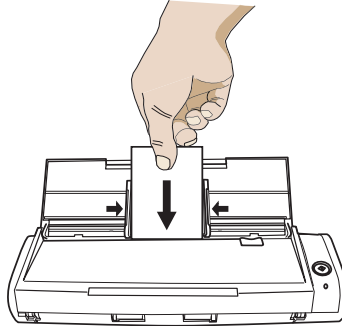
   "Here gives an illustration of the S300 as an example.

2. Select [File] on the menu bar -> [Scanner settings].

   ⇒ The following window appears.

3

Scanning and Exporting Business Card Data
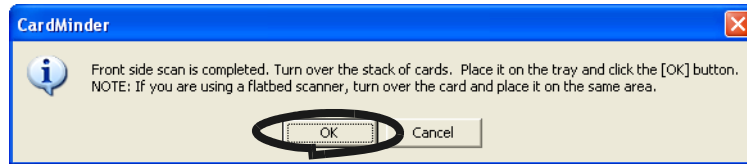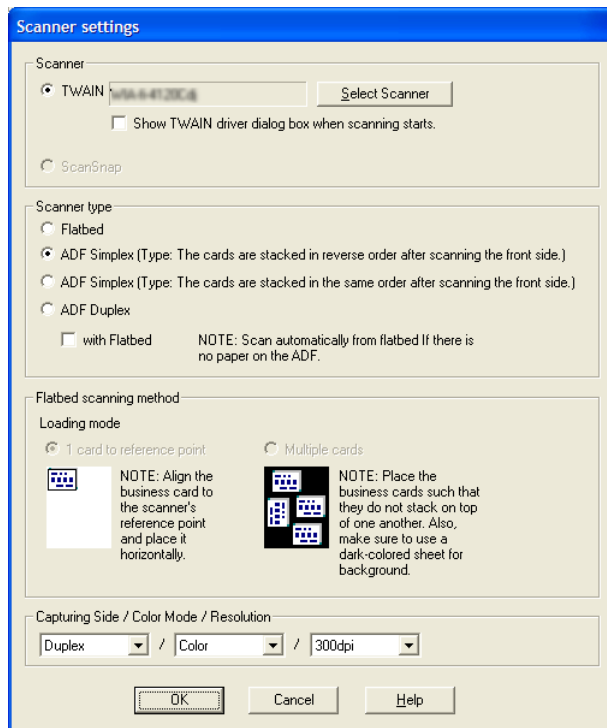
3. <u>To use a TWAIN-compliant scanner</u>, click the [Select Scanner] button.
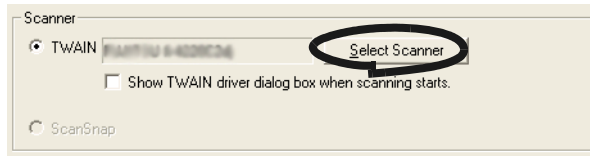
ScanSnap does not require this operation. Go to <u>step 5</u>.

HINT

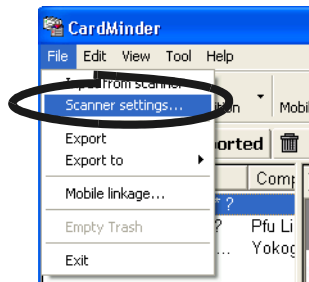If you mark the "Show TWAIN driver dialog box when scanning starts" check-box, the driver dialog box will appear before scanning starts and you will be able to specify the scanning settings. Note that the settings configured in the TWAIN driver dialog box is valid only for the scanning of this time.

4. Select the scanner to be used, and click the [Select] button.
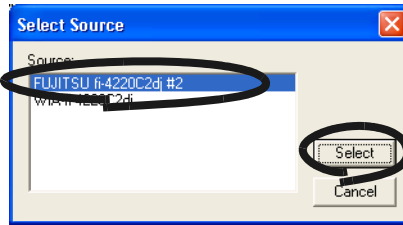
5. Under "Scanner type," select "ADF Simplex" or "ADF Duplex" to scan.

3

Scanning and Exporting Business Card Data

■■■-■ ■ ■
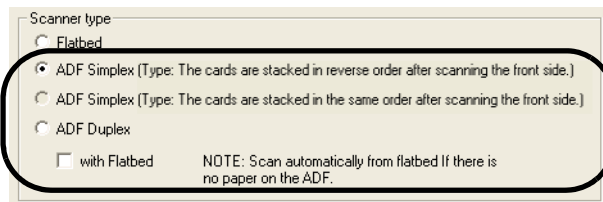
ATTENTION 🖐 When scanning multiple two-sided business cards with a ADF simplex-type scanner, first scan the front side of all cards, and then scan the back side of the cards. The front and back sides of each individual business card will be combined.

Note that the scanning order may change depending on the Scanner type selected, which is described in the previous page. The way of combining both sides differs between the two Scanner types.

Be careful not to select the wrong Scanner type; the front and back sides of the same business card will not be combined if you select the wrong type.

- The cards are stacked in reverse order after scanning the front side.

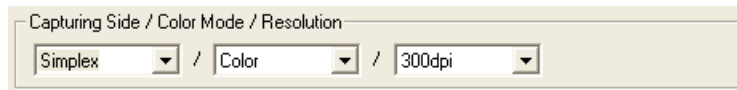 Front side: Scanning starts with the first sheet.
  Back side: Scanning starts with the first sheet.

- The cards are stacked in the same order after scanning the front side.

  Front side: Scanning starts with the first sheet.
  Back side: Scanning starts with the last sheet.

■-■ ■ ■ ■

6. Under "Capturing Side/Color Mode/Resolution," specify desired scanning settings.

Capturing Side: If the business card is a one-sided one, select "Simplex." If it is a two-sided one, select "Duplex." If two-sided cards are scanned with an "ADF Simplex" type scanner, back sides are scanned after all front sides have been scanned.

When the message below appears, turn over the business card, and click the [OK] button.
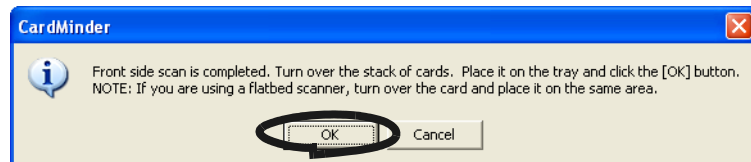
If you click the [Cancel] button, it becomes simplex scanning mode.

Color Mode: Specify the color mode, "B&W" (Black & White) or "Color."

Resolution: Specify the resolution.
ScanSnap: "Normal," "Better" and "Best."
TWAIN-compliant: 150, 200, 300, and 400dpi.
Scanning in Color mode: "Best" or 300dpi is recommended.
Scanning in B&W mode: "Best" or 400dpi is recommended.

7. When the configuration is finished, click the [OK] button to close the [Scanner settings] window.

8. Click the [Scan] button on the toolbar.

3

Scanning and Exporting Business Card Data

ATTENTION ▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪

You may see the scanner driver dialog box (TWAIN dialog box) when scanning business cards.
If this is the case, specify the following and proceed with operation.

- Recommended resolution
  Color mode: 300 dpi
  Black and White mode: 400 dpi
- Scanning size
  ADF scanner: Business card

If you are using an ADF Simplex type scanner, after the front side of the cards are scanned, you will see a message that asks you to load business cards to scan the back side of the cards.
When you see this message, load the business cards so that the back side of the cards are scanned, and then click the [OK] button.

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● ●

HINT

- With ScanSnap S300, ScanSnap S500 series, or ScanSnap fi-5110EOX

  series, you can also perform scanning by pressing the [SCAN] button .

- With the ScanSnap fi-4110EOX series, you can also perform scanning by

  pressing the (duplex scan button) or (simplex scan button).

  In this case, scanning is performed according to the settings of the "ScanSnap Manager (or ScanSnap Monitor) - Scan and Save Settings" window, which is

  opend by clicking [SCAN Button Setting] in the **S** or **S** right-click menu.

● ●

⇒ When the scanning is completed, the scanned images of the business cards are displayed on the [Inbox] tab of the main screen.

3

Scanning and Exporting Business Card Data

3.2 Exporting to Associated Application

This section describes how to export data to an associated application.

1. When scanning is complete, the [Inbox] tab is displayed in the Main window. Click the business card record in the Data list and visually check the recognized result of the front side image.

   You can correct the recognized data in this window. (See Chapter 5.)
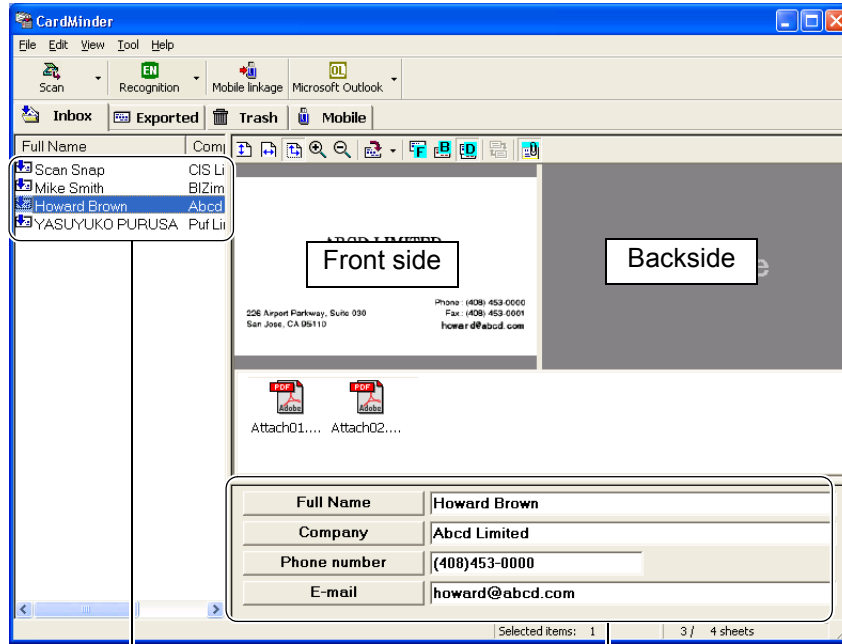
Data list　　　　　　　　　　　　　　Recognized data

HINT

- From the menu bar, select [View], and then select [Show duplex image] to change the display mode.
- **<Only for ScanSnap>**
  You can scan business cards by pressing the [Scan] button and save the records without starting CardMinder when you clear the "Show CardMinder window" checkbox under "Action when image scan complete" in the [General] tab of the "Settings" window. To display the "Settings" window, select [Tool] on the menu bar -> [Settings].(Refer to Section 6.1)
  When you use the [SCAN] button to scan documents, you must select "Card-

  Minder" from the [Application] drop-down list on the [Application] tab of ⓢ or

  ⓢ "ScanSnap Manager (or ScanSnap Monitor) - Scan and Save Settings" in advance.
- Even if the name of persons and/or companies are not scanned correctly, those are stored in the database as they are. Please make sure that they are recognized correctly after scanning.

3

Scanning and Exporting Business Card Data

2. Select the business card data you wish to export.

Select multiple records by following the procedures below.
- If they are contiguous and you want to add them at one time:
  Select the records, while holding down the [Shift] key.
- If you want to add records one-by-one:
  Select them, while holding down the [Ctrl] key.

3. The following steps show an example using Microsoft Outlook. Click the [Microsoft Outlook] button on the toolbar.
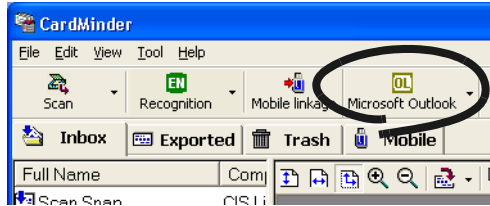

⇒ The contacts selected in Step 2 are exported to Microsoft Outlook. Then, the contacts are moved from the [Inbox] tab to the [Exported] tab.

You can confirm the result by activating Microsoft Outlook and opening the [Contacts] folder as shown below.

3

Scanning and Exporting Business Card Data

. . . .

HINT
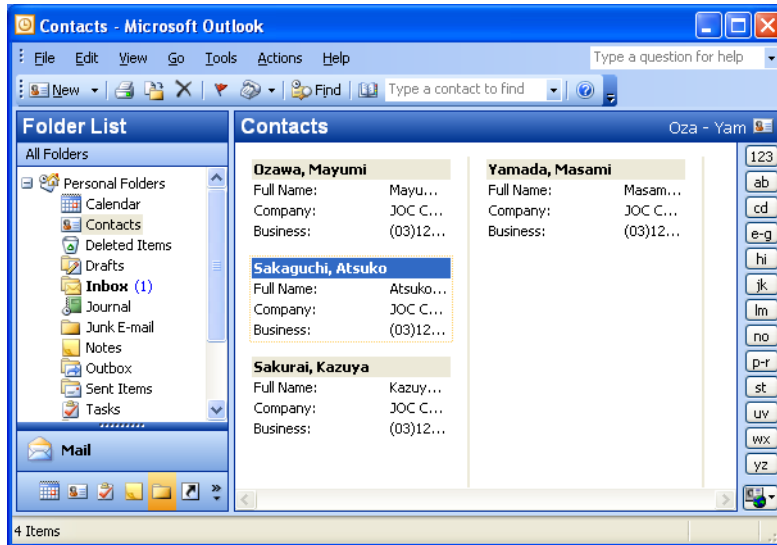
- Data can also be exported by selecting [File] on the menu bar -> [Export].
- The set Export items of displayed items in the Recognized data area (except [Memo] and [Save date]) are exported to the associated application.
  Refer to Section 6.2 for setting the Export item.
- Refer to Help for mapping the items of the CardMinder business card records to the items of the application.
- You can drag and drop contacts (records) on the [Exported] tab to the [Inbox] tab while holding down the [Shift] key. You can, in turn, drag and drop those on the [Inbox] tab to the [Exported] tab while holding down the [Shift] key.
- In Microsoft$^{®}$ Outlook Express (Windows Mail in Windows Vista), ACT!^{TM}, and GoldMine$^{®}$, buttons display differently, but how to operate is exactly the same with Microsoft Outlook.
  Exported contacts are stored in [Shared Contacts].
- When exporting data in the CSV (Excel) format, click the [CSV (Excel)] button and specify a file name and folder to save Excel data.
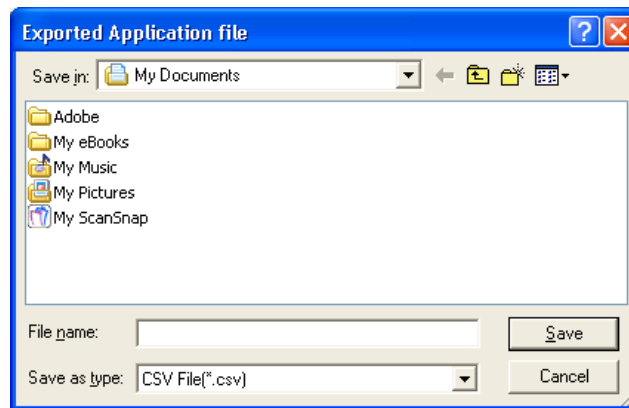
The exported contacts are displayed on a sheet of the specified Excel file.

. . . .

3

Scanning and Exporting Business Card Data

▪▪▫

ATTENTION

- If data in languages that the operating system does not support is exported, characters may be displayed improperly.
  e.g.) When attempting to display German in the Japanese operating system.
  To avoid this, export data in languages supported by the operating system.
- If there is exactly the same name exists in the associated application, the following message appears.
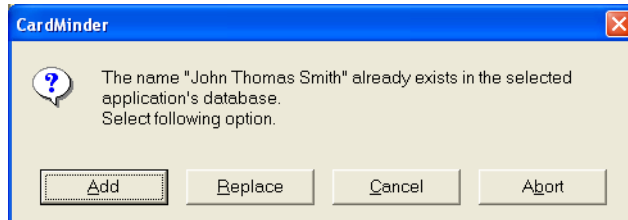
If you want to add it, click the [Add] button.
If you want to replace it, click the [Replace] button.
If you want to stop exporting all the business card data selected, click the [Abort] button.
If you want to cancel the exportation of the business card data that corresponds to the current message, click the [Cancel] button.

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3

Scanning and Exporting Business Card Data

Chapter 4
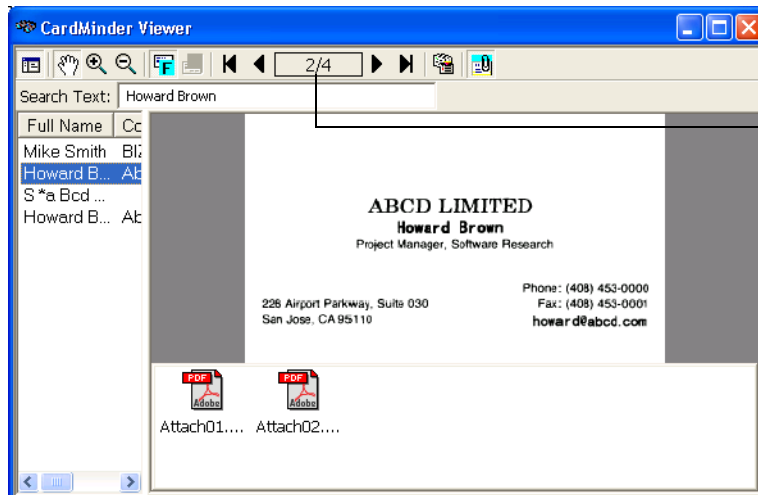
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Business Card Data Handling

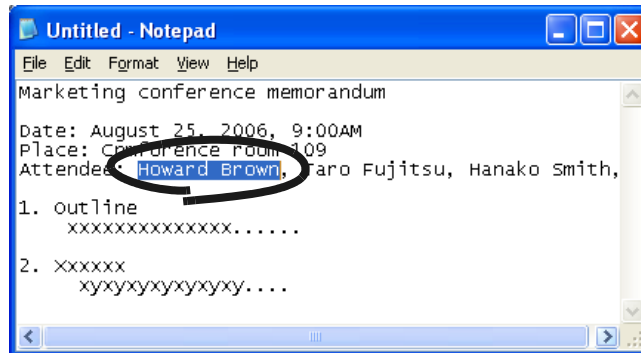This chapter describes how to search, delete, restore, and extract business card records.

4

4.1 Data search by hot key

With CardMinder, you can search business card records including a character string specified on other application (such as Microsoft Notepad) windows.
Follow the procedure below.

1. Select a character string that shows the name or the company of a contact in any document (e.g. Microsoft Notepad).

2. Press the hot key (Alt+F3).

⇒ CardMinder starts searching automatically.

⇒ When searching is complete, the CardMinder Viewer window opens and displays the business card record that includes the selected character string.

The number of the card data found by searching is displayed.

4

Business Card Data Handling

HINT

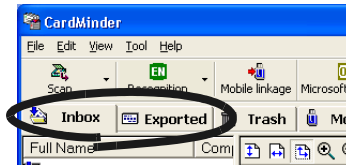- The default setting for the hot key is the combination of [Alt] and [F3] keys. For how to change the hot key, refer to Section 6.1.
- By default, even when there is no matching character strings, "CardMinder Viewer" will be activated. In such cases, no image will be displayed on the Card-Minder Viewer, but you can continue searching by entering a keyword in the [Search Text:] box.
  If you do not want to activate "CardMinder Viewer" when there is no matching character strings, change the setting. For information on how to change settings, see Section 6.1, and how to search with "CardMinder Viewer," see Section 4.7.
- All records on all tabs; namely the [Inbox], [Exported], and [Mobile] tabs, are targeted for searching.
- As the default settings, Data List View and Attachment View are hidden.

  If you want to show Data List View, click the button and to show Attachment View, click the button.

4

Business Card Data Handling

4.2 Deleting data from the [Inbox] / [Exported] tab

To delete unnecessary business card records from the [Inbox] or [Exported] tab, follow the procedure below. The deleted records will be sent to the [Trash] tab.
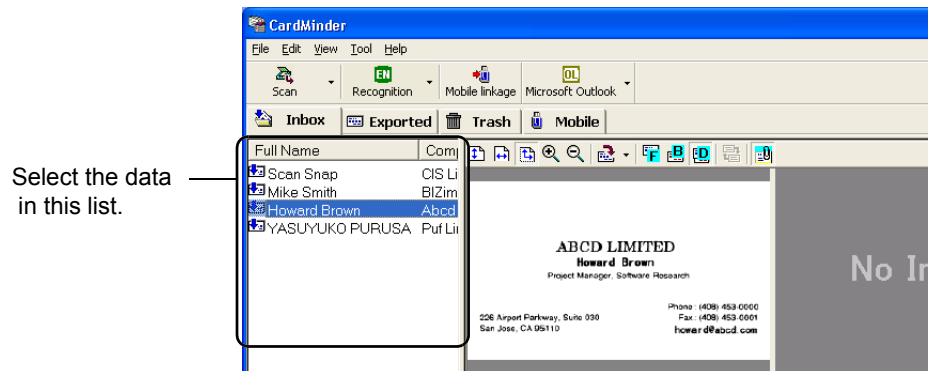
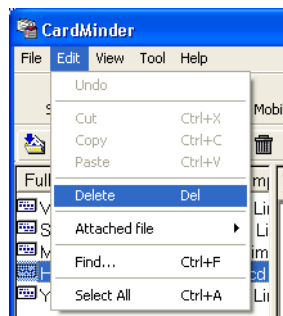1. Open CardMinder and select the [Inbox] or [Exported] tab.

2. Select the record you want to delete.

   If they are contiguous and you want to add them at one time:Select the records, while holding down the [Shift] key.
   If you want to add records one-by-one: Select them, while holding down the [Ctrl] key.

   Select the data in this list.

3. Select [Edit] on the menu bar -> [Delete].

> HINT
>
> You can also delete records by:
> - Pressing the [Delete] key on the keyboard,
> - Drag and drop records to the [Trash] tab,
> - Right-click on the selected record and select [Delete].

⇒ The selected records are sent from the [Inbox] tab or the [Exported] tab to the [Trash] tab. For information on how to restore them from the [Trash] tab, see Section 4.3.

4

Business Card Data Handling

4.3 Restoring data from the [Trash] tab

To restore records from the [Trash] tab, follow the procedure below.
Restored records will be returned to their original location on the [Inbox] tab or the [Exported] tab.

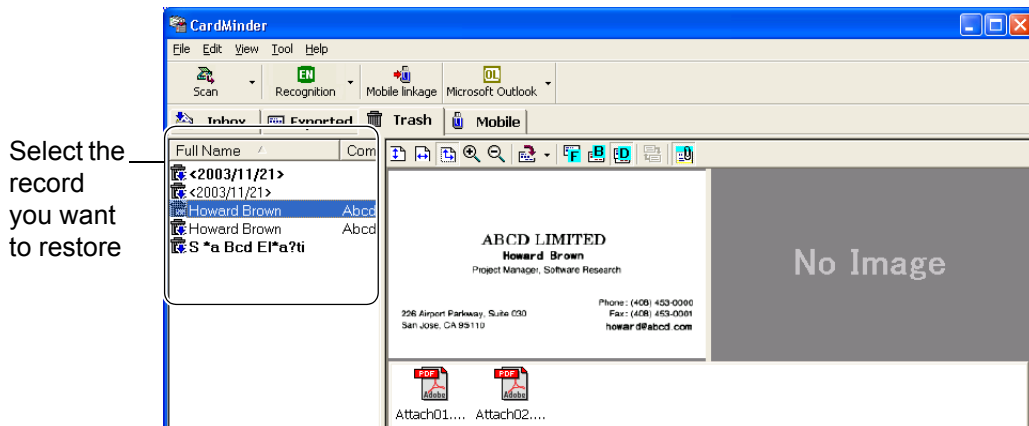1. Open CardMinder, and then select the [Trash] tab.

    ⇒ The deleted records are shown on the window.

2. Select records you want to restore from the [Trash] tab.

    If they are contiguous and you want to add them at one time: Select the records, while holding down the [Shift] key.
    If you want to add records one-by-one: Select them, while holding down the [Ctrl] key.

    Select the record you want to restore

    ATTENTION Records that were once deleted from the [Trash] tab cannot be restored.
    For information on how to delete records from the [Trash] tab, see Section 4.4.

3. Select [Edit] on the menu bar -> [Undo].

4

Business Card Data Handling

> HINT
>
> Or, right-click on a record you want to restore, and select [Undo] from the menu.

⇒ The selected record moves from the [Trash] tab to either [Inbox] or [Exported] tab where the record was before it was put in the [Trash] tab.

4

Business Card Data Handling

4.4   Deleting data from the [Trash] tab

To permanently delete records from the [Trash] tab, follow the procedure below. If the record is permanently deleted, it cannot be restored by the procedure described in Section 4.3.
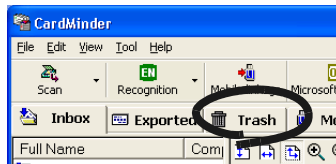
■ Select records to be deleted permanently

> **ATTENTION**
> The record deleted from the [Trash] tab is completely deleted from the CardMinder database.
> Be careful not to delete necessary records because those deleted from the [Trash] tab cannot be restored.
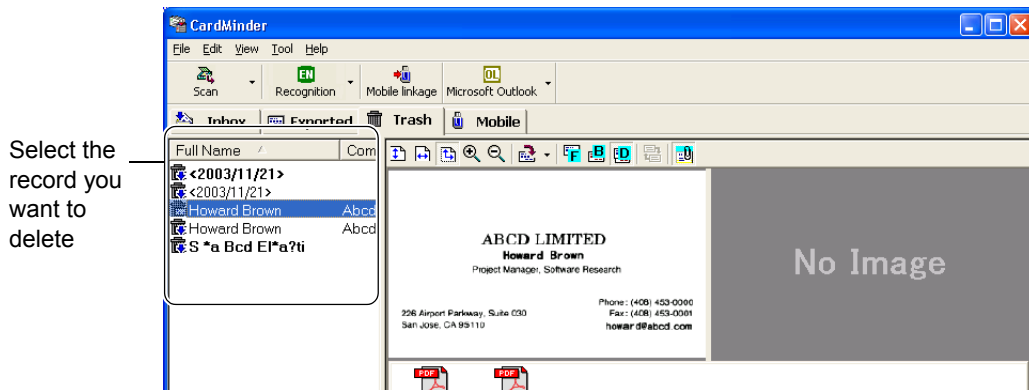
1. Open CardMinder and select the [Trash] tab.

2. Select the record you want to delete.

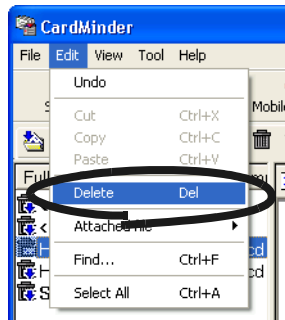   If they are contiguous and you want to add them at one time: Select the records, while holding down the [Shift] key.
   If you want to add records one-by-one: Select them, while holding down the [Ctrl] key.

Select the record you want to delete

> **ATTENTION**
> • Records will be permanently deleted by this method.
> • Attached files are also deleted with the card's data.

4

Business Card Data Handling

3. Select [Edit] on the menu bar, and then select [Delete].

HINT

You can also delete records by doing either of the following:

- Press the [Delete] key on your keyboard.
- Right-click on the selected business card record, and then select "Delete."

---

4. A confirmation message appears. Click on the [Yes] button.

⇒ Selected records in the [Trash] tab are deleted from the CardMinder database.
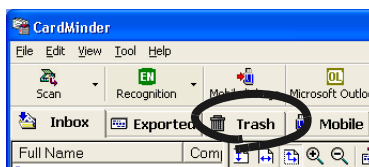
■ Empty [Trash]

ATTENTION

If you empty the [Trash] tab, all records are completely deleted from the Card-Minder database.
Be careful not to delete necessary records because those deleted from the [Trash] tab cannot be restored.

---

1. Start CardMinder and select the [Trash] tab.

2. Select [File] on the menu bar, and then select [Empty Trash].

3. A confirmation message appears. Click the [Yes] button.

⇒ All records in the [Trash] tab will be deleted permanently from the CardMinder database.

4

Business Card Data Handling
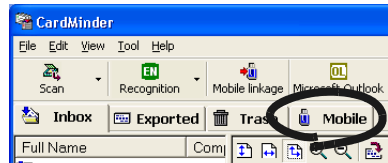
4.5   Deleting data from the [Mobile] tab

To delete unnecessary business card records in the [Mobile] tab, follow the procedure below.
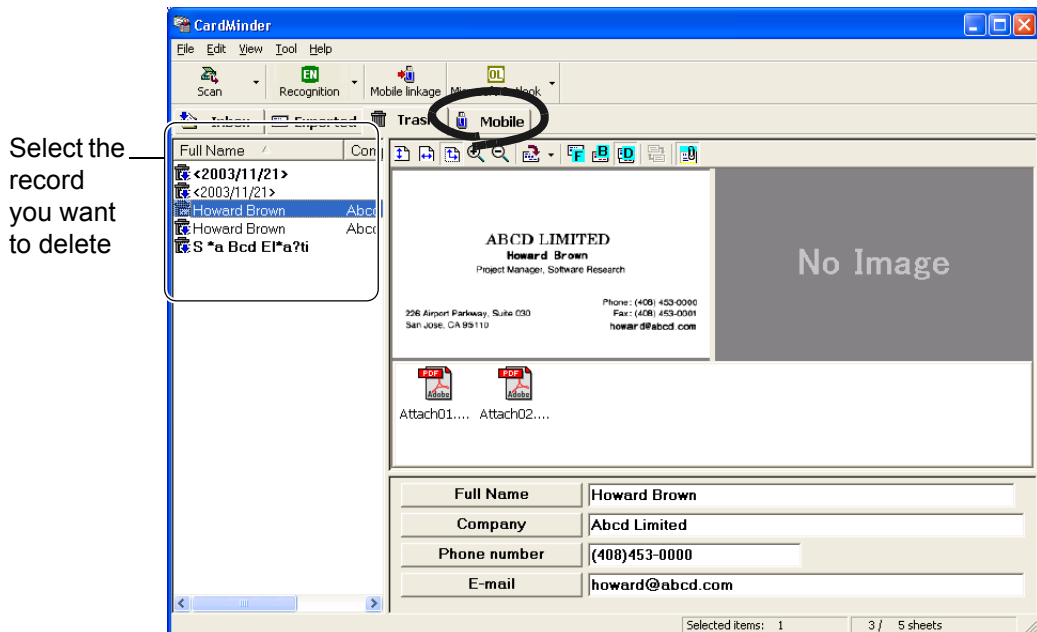By performing the procedure, the records are deleted from the [Mobile] tab.
However, the records in the [Mobile] tab are the links of the Business card records either in [Inbox]
or in [Exported]. Deleting records from the [Mobile] tab still remains the original records in the
respective tabs.
For information on how to use the [Mobile] tab, see Section 4.9.
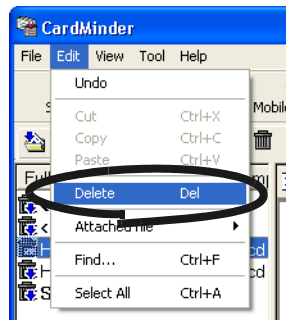
1.   Open CardMinder and select the [Mobile] tab.

2.   Select the record you want to delete.
Select multiple records by following the procedure below.
- If they are contiguous and you want to add them at one time:
  Select them while holding down the [Shift] key.
- If you want to add records one-by-one:
  Select them while holding down the [Ctrl] key.

Select the
record
you want
to delete

4

Business Card Data Handling

3. Select [Edit] on the menu bar -> [Delete].

HINT

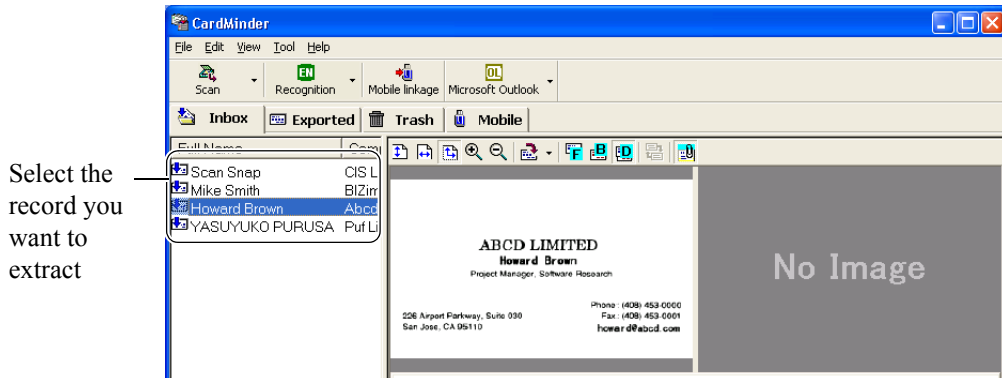You can also delete records by doing either of the following:
*   Press the [Delete] key on your keyboard.
*   Right-click on the selected business card record, and select "Delete."

⇒ The selected record is deleted from the [Mobile] tab.
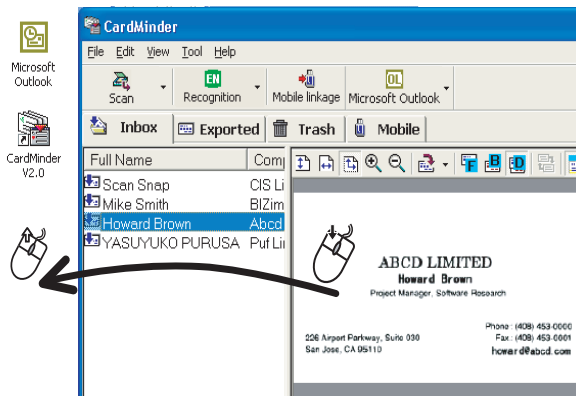
4

Business Card Data Handling

4.6 Extracting the business card image

Business card images scanned with CardMinder are stored as PDF files, and therefore, you can extract them to attach to e-mail by doing the following:

1. Select the contact (record) of which you want to extract the image from the Data List View.

Select the record you want to extract

2. Drag and drop a business card image from the CardMinder window to any folder in the Explorer or to your Desktop.

⇒ A PDF file of the business card will be created where you drop it.

4

Business Card Data Handling

HINT

- If the both sides of the business card images are displayed, only one side can be dragged at a time.
- When you drag and drop an image from the Business Card Image View, the business card front image is saved as "Full name (Front).pdf" and back image as "Full name(Back).pdf." If the name is not specified, it is saved as "Untitled (Front).pdf" or "Untitled (Back).pdf"

  When you drag and drop a contact (record) from the Data List View, the created PDF file name will be "Full name.pdf." If the name is not specified, it will be "Untitled.pdf.

  Note that character(s) that cannot be used for a file name (\, /, :, *, ?, ", <, >, |) are converted into "_ (under bar)."

  e.g.) When the name specified is "Howard *Brown," the PDF file name will be "Howard _Brown.pdf"

3. You can attach the PDF file(s) (image data) to your e-mail by using your mailing software such as MicrosoftOutlook.
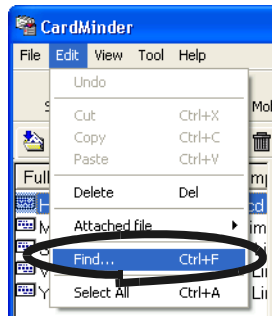
4

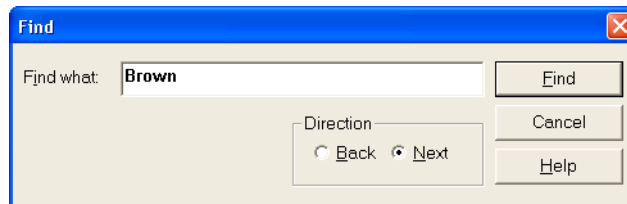Business Card Data Handling

4.7 Data search by keyword input

With CardMinder or CardMinder Viewer, you can search for business card records by entering a keyword. Follow the procedure below.

■ Searching for business cards in CardMinder

1. Open CardMinder, and then select [Find] on the [Edit] menu.

2. The [Find] window appears. Enter a Name or a Company in the [Find what:] field, then click the [Find] button.

⇒ The search results of the business card will be displayed on the Main window. If there is no matching results, the "End of Search" message appears.
For further searching, enter a new name or a company in the [Find what:] field.
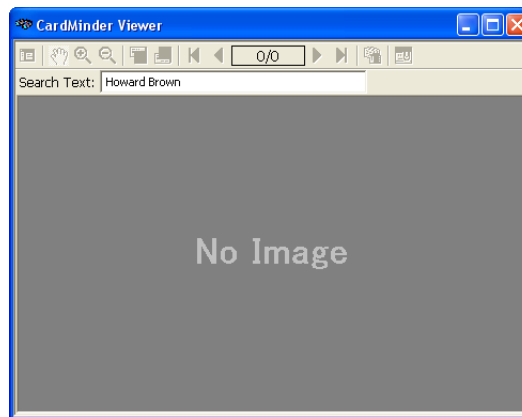
4

Business Card Data Handling

● ●

HINT

- You can use the following characters in the [Find what] box.
  - You can use wildcard characters "*" and/or "?"
  - You can do AND-search by using one-byte space instead of "AND."
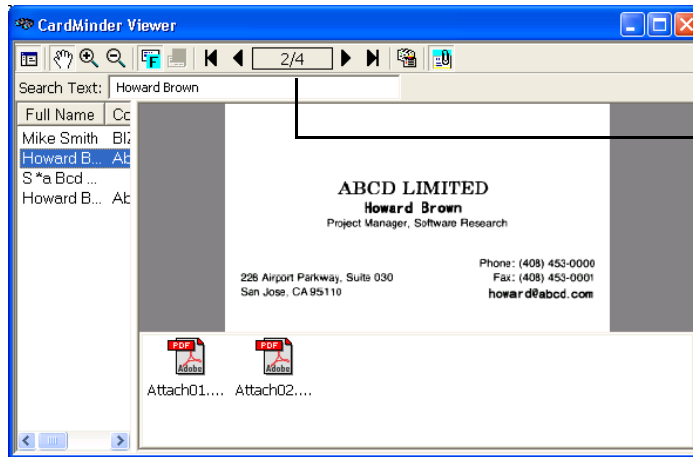 - You cannot use the characters in the following parentheses in a search term. (|;#, ", [,],~, -, !)
    These characters, if used, will be converted to a wildcard character "?" automatically for searching the search term.
- [Direction] setting
  Back: Data List will be searched backward from the current record.
  Next: Data List will be searched forward from the current record.
- You can search for all records that include the search term you enter. Both the Name and Company on the business card are targeted for searching, and the results will be either Name(s) or Company(-ies) that matches your search term.
- Search targets are the whole records on the [Inbox], [Exported], [Trash], and [Mobile] tabs.

● ●

■ **Searching business card record in CardMinder Viewer**

1. Open CardMinder Viewer, enter a Name or a Company in the [Search Text:] box, and press the [Enter] key.

⇒ Searching is started.

⇒ When searching is complete, a business card image that includes the Name and/or Company you entered is displayed.

4

Business Card Data Handling

The number of results that match your search term is displayed.

HINT

- You can use the following characters in the [Search Text:] box.
  - You can use wildcard characters "*" and/or "?"
  - You can do AND-search by using one-byte space instead of "AND."
  - You cannot use the characters in the following parentheses in a search term.   (|;#, ", [,],~, -, !)
    These characters, if used, will be converted to a wildcard character "?" automatically for searching the search term.
- You can search for all records that includes the search term you enter. Both the Name and Company on the business card are targeted for searching, and the results will be either Name(s) or Company(-ies) that matches your search term.
- Search targets are the whole records on the [Inbox], [Exported], and [Mobile] tabs.
- By default, Data List View and Attachment View are hidden.

  If you want to show Data List View, click the [ ] button and to show Attachment View, click the [ ] button.

4

Business Card Data Handling

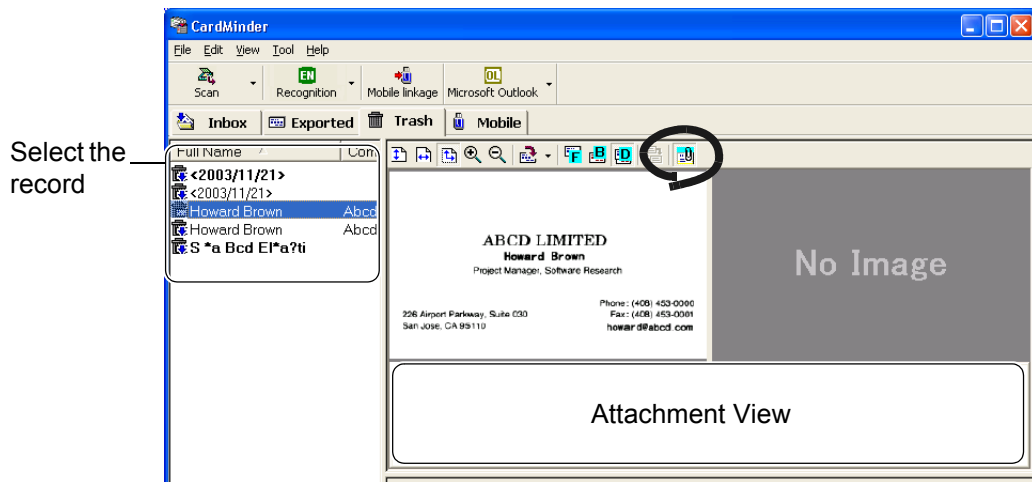# 4.8   Attaching related files to the business card data

You can attach (add) files to a business card record using CardMinder.
By doing so, for example, you can mark a business card record with photos or profiles.
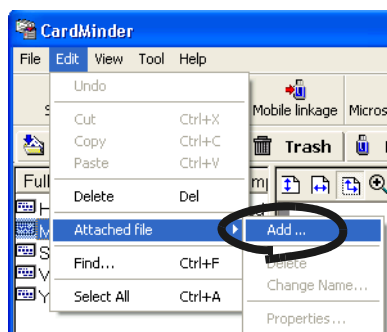Follow the procedure below to attach files to a record.

■   Attaching files to the business card record

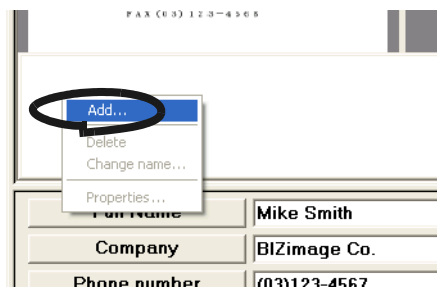1.   Select the card record to which you want to attach files.

Select the record

Attachment View

HINT   If Attachment View is not displayed, click the [icon] button.

2.   From the [Edit] menu, select [Attached file] -> [Add], or right-click on Attachment View and then select [Add].
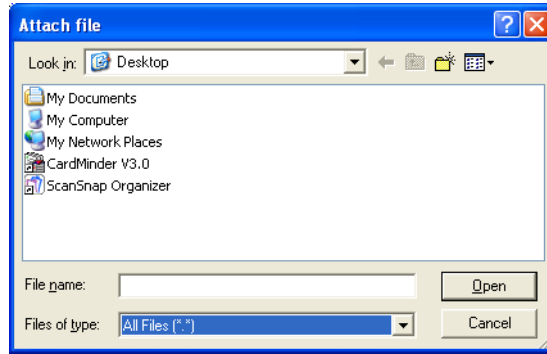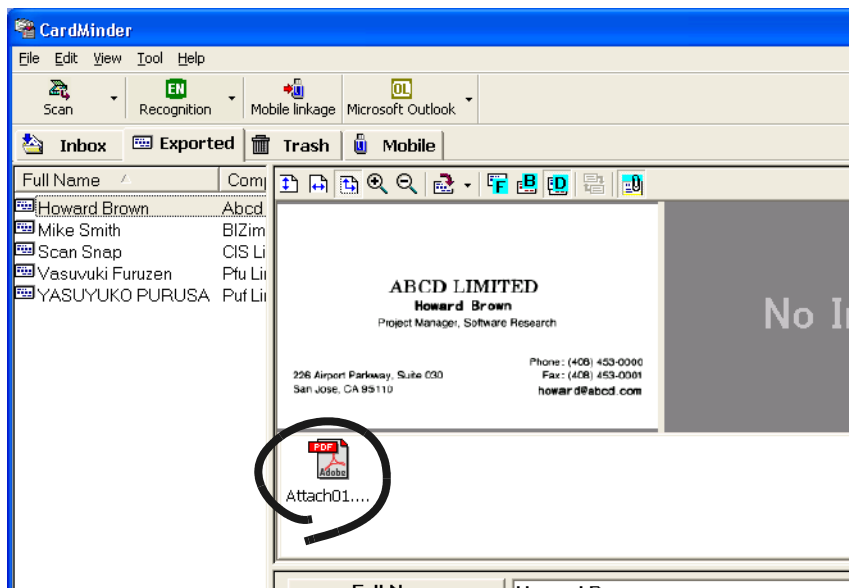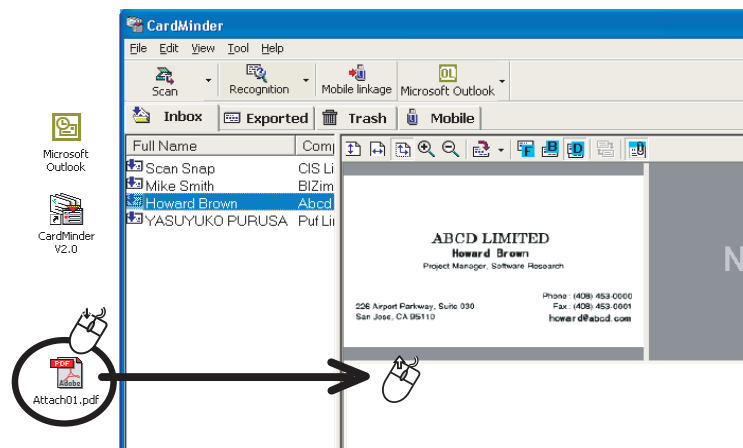

or

⇒ The [Attach file] window appears.

3.   Select a file to attach, and then click the [Open] button.

4

Business Card Data Handling

⇒ The selected file is displayed on the Attachment View.
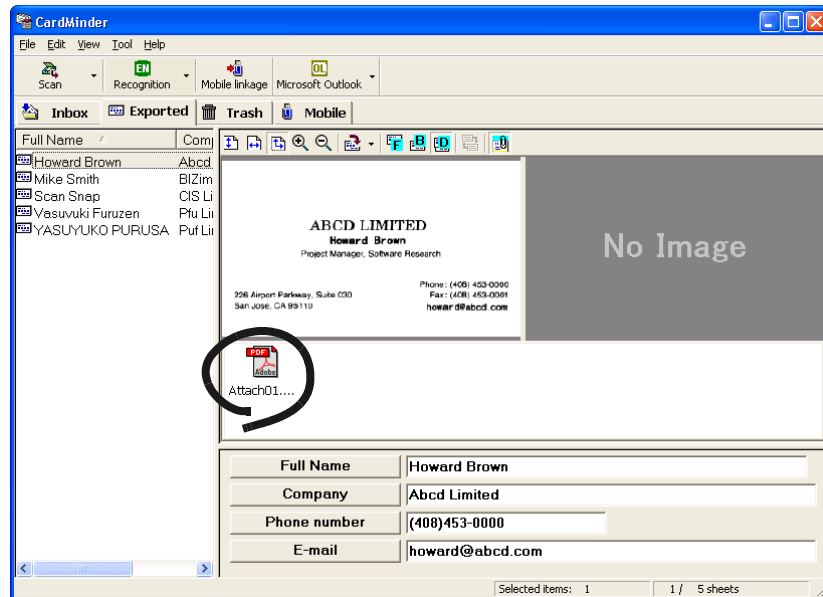
HINT

- You can also drag and drop files onto Attachment View to attach to the business card record.

- You cannot attach any folders to the Attachment View.
- Up to 100 files can be attached.

■ **Opening the attached file**

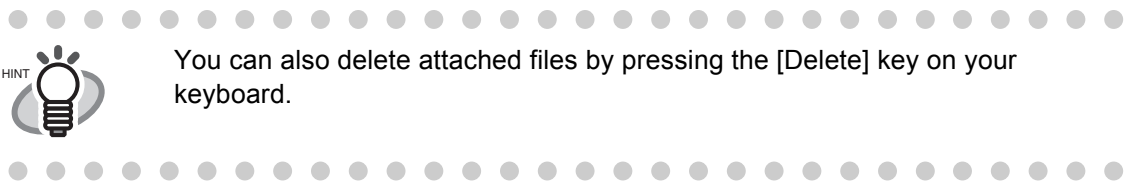Double-click the icon of the attached file on Attachment View.

⇒ The application associated with the file starts running automatically, and then the file is opened.

■ **Deleting the attached file**

1. Select the file to be deleted on Attachment View.

2. From the [Edit] menu, select [Attached file] -> [Delete], or right-click on the file in the Attachment View and then select [Delete].

⇒ The selected file is deleted from the Attachment View.

> HINT
> You can also delete attached files by pressing the [Delete] key on your keyboard.
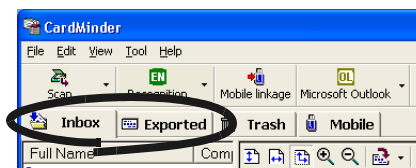
4

Business Card Data Handling

4.9 Viewing the business card's data on other PCs

You can copy the business card's data and the viewer software to removable media for viewing or searching on other personal computers.
Follow the procedure below to make copies onto a removable media such as the MO (Magnetooptical disk) and USB memory.
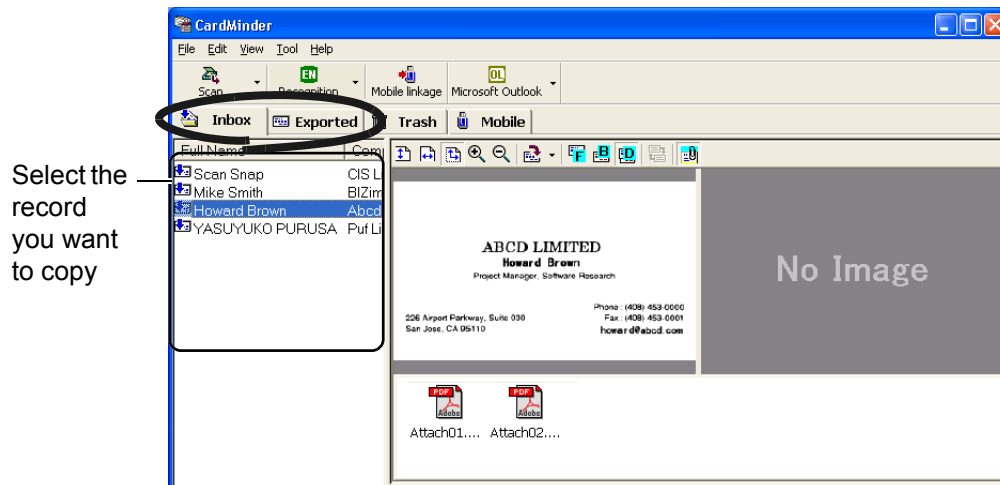
■ Selecting the data to copy

1. Start CardMinder, and then select the [Inbox] or [Exported] tab.
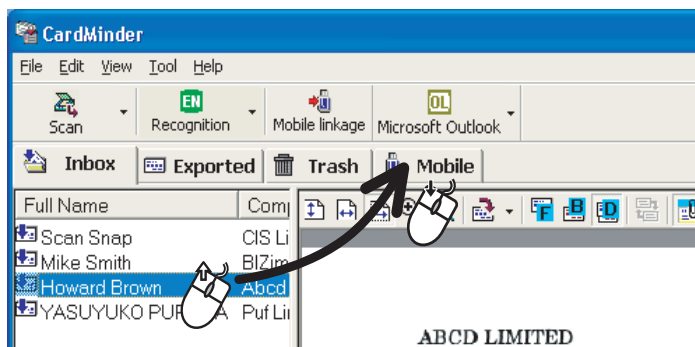

2. Select a contact (record) to copy.

   If they are contiguous and you want to add them at one time: Select the records, while holding down the [Shift] key.
   If you want to add records one-by-one: Select them, while holding down the [Ctrl] key.

Select the record you want to copy

3. Drag and drop the contact onto the [Mobile] tab.

4

Business Card Data Handling

- -
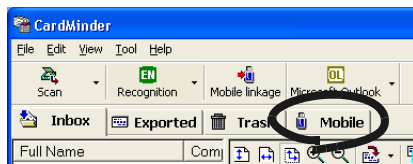
HINT

- Records in the [Inbox] and [Exported] tabs cannot be copied at one time. First, copy records in either of the tab onto removable media, then copy those in the other tab.
- Dragging and dropping the records into the [Mobile] tab does not move the original ones. Contacts shown in the [Mobile] tab is the links of the original business card records in the [Inbox] and/or [Exported] tabs.
  Contacts in the [Mobile] tab is the links of the original business card records in the [Inbox] and/or [Exported] tabs. Therefore, the contacts shown in the [Mobile] tab will automatically be updated when the original records are modified. When the original records are deleted from the [Trash] tab, the links remain in the [Mobile] tab; when the [Trash] tab is emptied, the links are finally deleted from the [Mobile] tab.

- -

■ Copying the business card's data to removable media

1. Start CardMinder, and then select the [Mobile] tab.

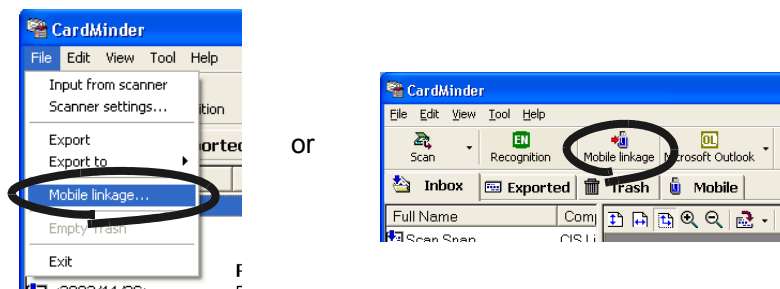2. Connect the removable media to your personal computer.

- -

HINT

- Removable media is used to save data. You can plug/unplug it to/from another personal computer as needed to use the data. Magneto-optic disks or Flash memory devices (via the USB interface, etc.) can be used for this purpose.
  (* CD-R/RW, DVD-R/RW cannot be used for this purpose.)
- Removable media of 64 MB or more is recommended.
  (At least 8 MB of memory is required for the business card's data and viewer application.)
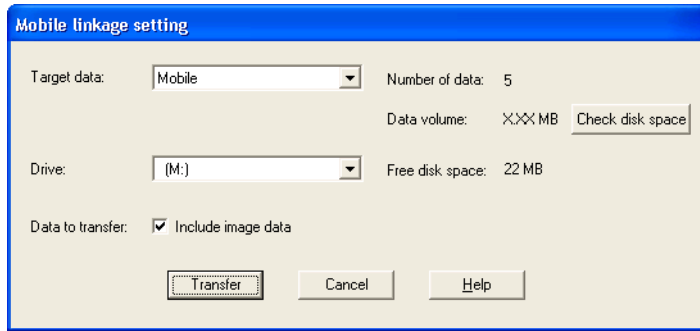- Floppy disks cannot be used because they have less storage capacity.

- -

3. From the [File] menu, select [Mobile linkage] or click the [Mobile linkage] button.

or

⇒ The [Mobile linkage setting] window appears.

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Business Card Data Handling

4.   Configure the settings on the [Mobile linkage setting] window.

Target data:
Select [Entire data], [Inbox], [Exported], or [Mobile], where the card's data you want to select is stored. All the business card's data in the specified tab is copied to the removable media, which you can specify following the procedure below.
Select [Mobile] to copy the card's data of the [Mobile] tab.

> **HINT**
> When any files exist in the [Mobile] tab, the default setting is "Mobile."
> When no files exist in the [Mobile] tab, the default setting is "Entire data."

Drive:
Select the drive to which you want to copy the selected cards' data. Click the [▼] button to show the list, and then choose the available removable media.

Data to transfer:
Specify whether to include business card images in the data to copy.

> **HINT**
> • File size will increase when the graphic data of business cards is included. When there is not enough space on the removable media, unmark the [Include image data] checkbox.
> • Files attached to business cards are not be copied.

Number of data:
The number of selected business card records is indicated beside "Number of data."

Data volume:
When the [Check disk space] button is clicked, the total size of currently selected business card records is indicated beside "Data volume."

[Check disk space]
Click this button to calculate and display the total size of selected business card records beside "Data volume."

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Business Card Data Handling

Free disk space:
Free space in the removable media (selected drive) is indicated.
When the [Check disk space] button is clicked, free space in the removable media is indicated; free space is calculated based on the total size of currently selected business card records.

5. Click the [Transfer] button.

    ⇒ The copying of the selected business card recoreds is started.

6. When copying is complete, a confirmation message appears.
   Click the [OK] button.

7. Remove the removable media from your personal computer.

■ Utilizing the business card's data on removable media

1. Connect the removable media to another personal computer.

2. From the [Start] menu, select [My Computer].

3. Specify the removable media.

4. Double-click the [🔳 BzCardViewer.exe] icon.

    ⇒ The [CardMinder Mobile Viewer] window will appear.

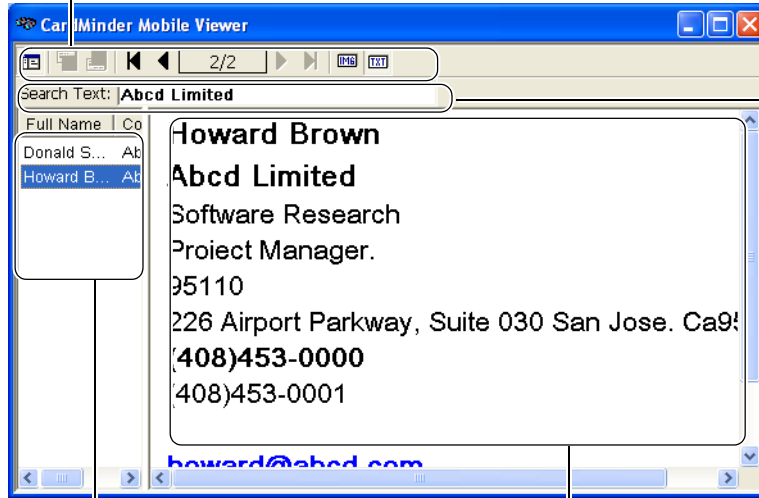5. Enter a keyword in [Search Text:] to start searching business card data.

    •

    HINT

    • You can use the following characters in the [Search Text] field.
      - You can use wildcard characters "*" and/or "?"
      - You can do AND-search by using one-byte space instead of "AND."
      - You cannot use the characters in the following parentheses in the search
        term. (|, #, ", [,], ~, -, !)
        These characters, if used, will be converted to a wildcard character "?"
        automatically for searching the search term.
    • You can search for all records including the search term you enter. Both the
      Name and Company on the business card are targeted for searching, and the
      results will be either Name(s) or Company(-ies) that matches your search
      term.
    • Search targets are those records in the [BzCardViewr] folder.

    •

    ⇒ The business card records will be displayed as search results.

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Business Card Data Handling

Image Toolbar
The buttons used to adjust the image displayed in the Image View.

Search Text:
Enter a keyword for searching business card.

Data List View
The list of searched records. This window may be hidden and will be displayed when more than one business card is found.

Business Card Record View
The record of the business card selected from Data List View.

HINT

You can display the Business card image by clicking the [IMG] button. To use this function, you have to mark the "Data to transfer" checkbox to enable the "Include image data" setting in the "Mobile linkage setting" window.

Burron viewy		Function
Image Toolbar		Display or hide the Data List View.
		Display the front side image of the business card.
		Display the back side image of the business card. If no back side image exists, this button is disabled.
		Show the previous business card.
		Show the next business card.
		Display the first business card.
		Display the last business card.
		Display the image data of the business card. This button is enabled when the "Include image data" checkbox is marked on the "Mobile Linkage Setting."
		Display the character data of the business card.

4

Business Card Data Handling
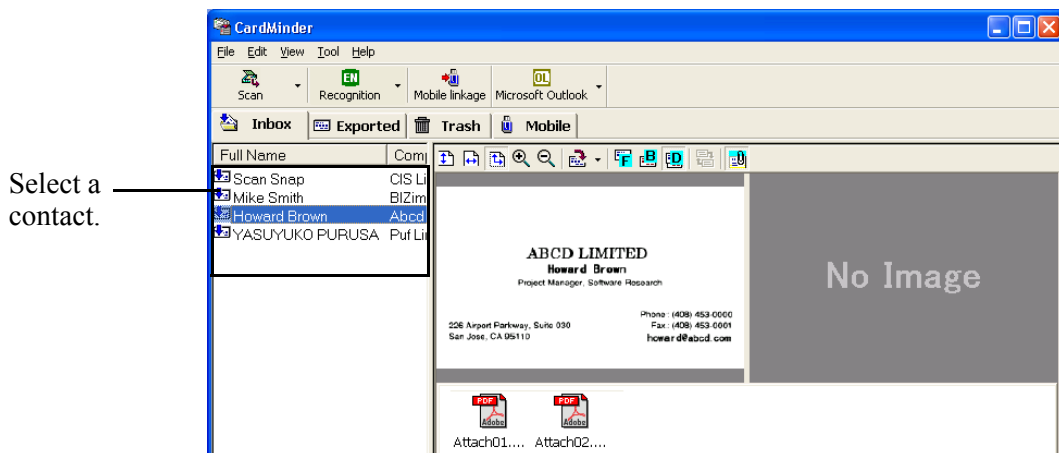
■ **Deleting the data from removable media**

1. Connect the removable media to the personal computer you are using.

2. From the [Start] menu, select [My Computer].

3. Specify the removable media.

4. Delete the following files and folder.
   Files: BzCardViewer.exe,
             autorun.inf
   Folder: [BzCardViewer] folder

4

Business Card Data Handling

4.10 Sending e-mail (Launching the e-mail program after specifying an e-mail address)

When e-mail addresses are on business cards scanned with CardMinder, you can launch an e-mail program and send e-mail to those addresses.
Follow the procedure below to send e-mail.

1. Select a contact to whom you want to send e-mail from the data list of business cards.

Select a contact.

The e-mail address must be presented in the "E-mail" field.

2. Select [Tool] on the menu bar -> [E-mail], or right-click on the contact in the Data List View, and then select [E-mail].
   ⇒ The [New Message] window of the mailer (E-mail program) installed in your computer pops up.

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Business Card Data Handling

HINT

The mailer or the "E-mail" program that automatically used is the one specified in Microsoft Internet Explorer.
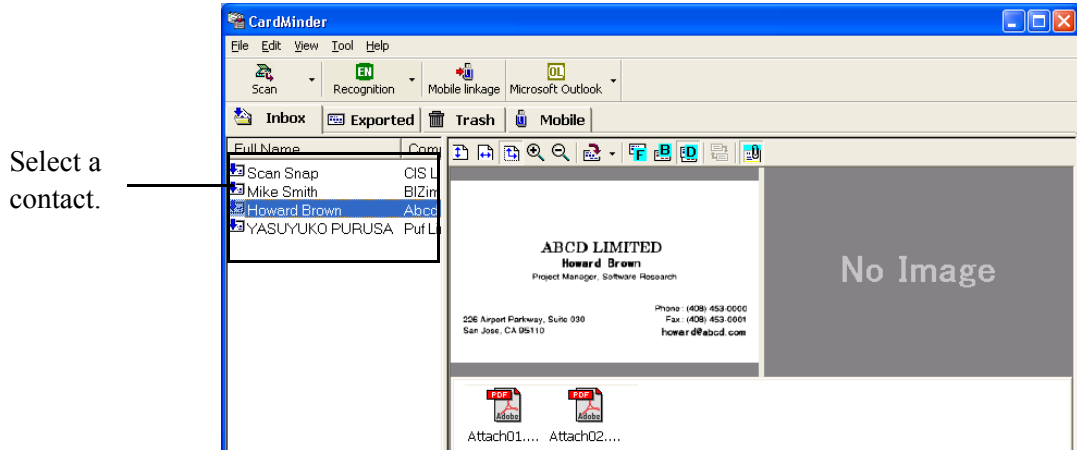
To specify an "E-mail" program in Microsoft Internet Explorer, select [Tools] -> [Internet Options] -> the [Programs] tab, and then select the desired program from the "E-mail" drop-down list.

If the "E-mail" program does not work properly with CardMinder, please contact the manufacturer of the "E-mail" program to use.

4

Business Card Data Handling

4.11   Activating Web Browser

By using the Web browser, you can connect to the URL (Uniform Resource Locator) or the web site address on the business card image, which is scanned with CardMinder.
Follow the procedure below to activate the Web browser.

1. Select a contact of which you want to connect to the web site with the browser.

Select a contact.

HINT   You have to enter the web site address in the "Web site address" field.

2. Select [Tool] on the menu bar -> [Web page browse], or right-click on the data in the Data List View, and then select [Web page browse].
    ⇒ The browser installed in your computer is activated and the web site is displayed.

4

Business Card Data Handling

Correctiing Recognized Character data

The accuracy of text-recognition depends on the conditions of the business card to recognize; you may have to correct some recognition results. This chapter describes how to correct the recognition results.

Check the following before performing data correction:

- If the orientation of the characters in the front side is incorrect, correct the orientation by clicking the Rotate button ⬛ ▾ as described in Section 1.4. Then try again.

- If the front side of the business card is shown on the right side (or lower side) of the Image View window, swap the images by clicking the Swap Images button 🗗, and then try the recognition again (See Section 5.2).

- If photos or logos are too close to characters, incorrect recognition may occur. To avoid incorrect recognition, drag a rectangle to select only characters to recognize (Section 5.3 or 5.4), and then try the recognition again.

- Otherwise, correct characters manually.

> ATTENTION ✋ Text recognition accuracy depends on the following:
> - Text layout on the business card
> - Font size of text
> - Style of the font
> - Conditions of the business card
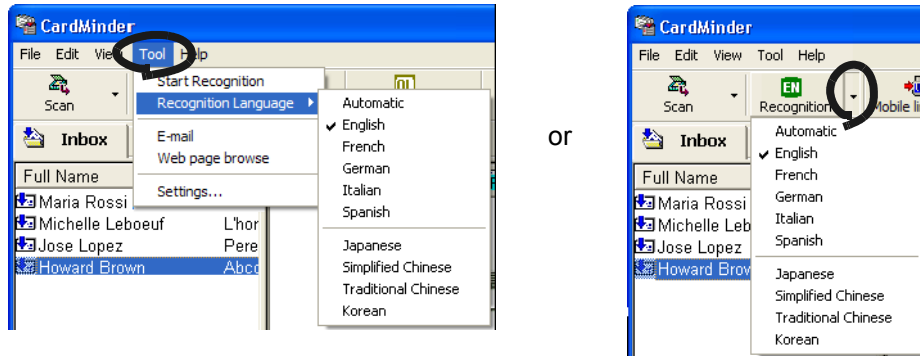> There may be other factors that affect recognition accuracy.

5

5.1 Selection of language

CardMinder supports English, German, French, Italian, Spanish, Chinese (Simplified/Traditional), Korean, and Japanese for character recognition.
To select a language manually, follow the procedure below before recognizing business cards.

1. Select [Tool] - [Recognition Language] or click · beside the [Recognition] button.

or

2. Select a language from the pop-up list.

⇒ The selected language is marked and the setting is applied to the recognition.

HINT
When "Automatic" is selected, CardMinder automatically selects a language from English, Germany, French, Italian, and Spanish according to characters on the scanned business card.
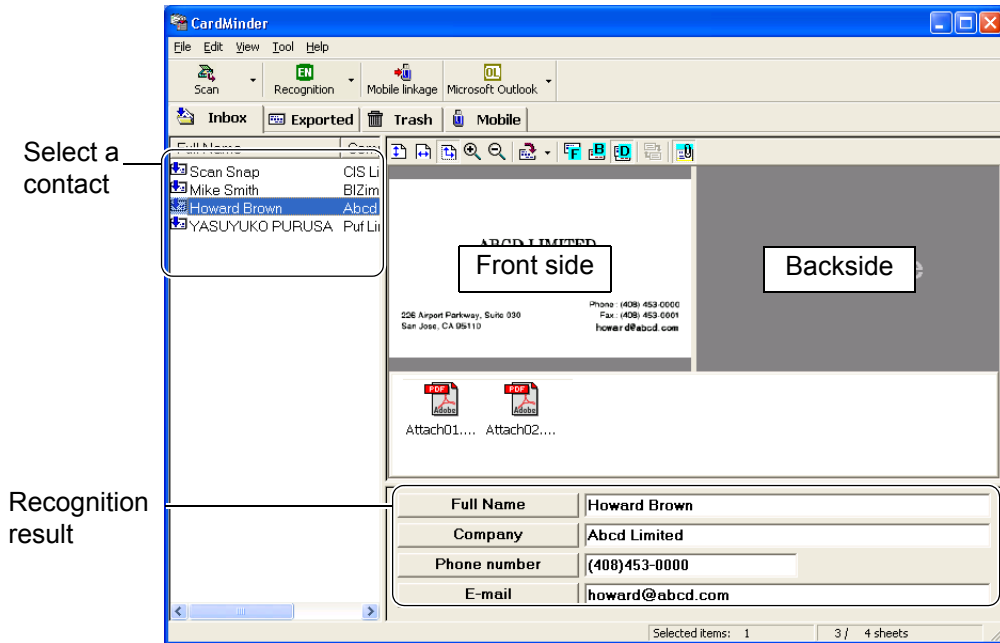
ATTENTION
• Business cards written in Chinese or Korean cannot be recognized with the TWAIN-compliant scanner.
• When CardMinder recognizes a Chinese or Korean business card, the Scan-Snap needs to be ready to scan. Make sure that the ScanSnap is powered on and the ScanSnap Manager icon on the task bar is in the ⓢ or ⓢ ready state .

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Correcting Recognized Character data
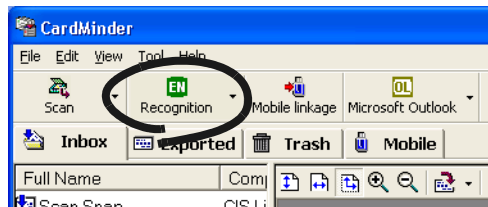
5.2 Recognizing the business card image again

You can use the same procedure to correct the records in both the [Inbox] and [Exported] tabs. To correct records in the [Inbox], follow the procedure below.

1. Select the contact of which you want to recognize his/her business card image from the [Inbox] tab.

Select a contact

Recognition result

> HINT
>
> Only the front side image of the business card can be recognized.

2. Click the [Recognition] button on the toolbar.

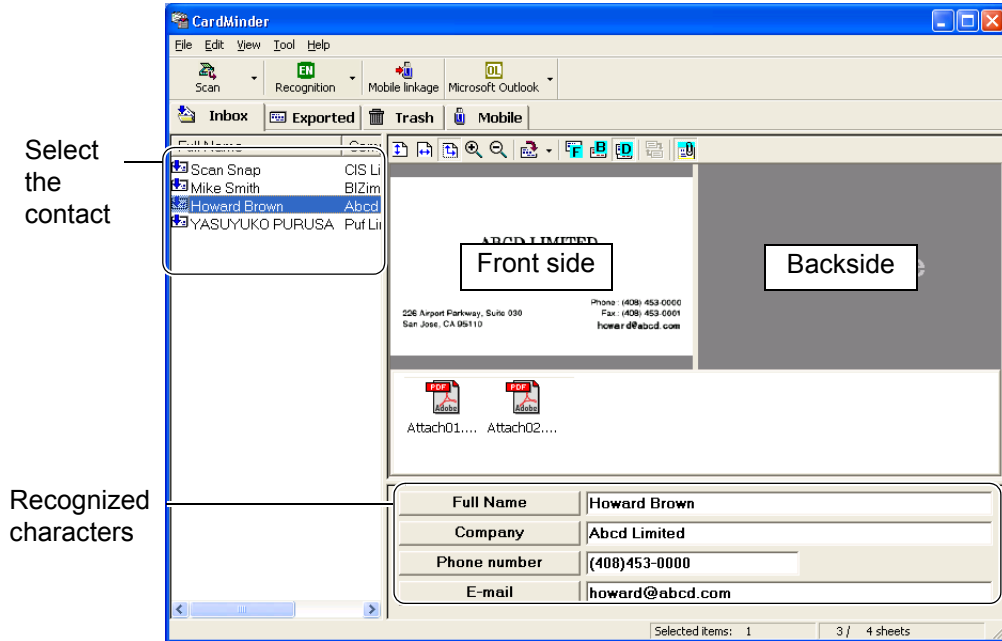⇒ All characters are recognized. The previous recognition result is replaced by the new one.

5

Correcting Recognized Character data

5.3   Recognition by using Rectangle Selection

You can use the same procedure to correct the records in both the [Inbox] and [Exported] tabs.

1. Select the contact of which you want to recognize his/her business card image from the [Inbox] tab.
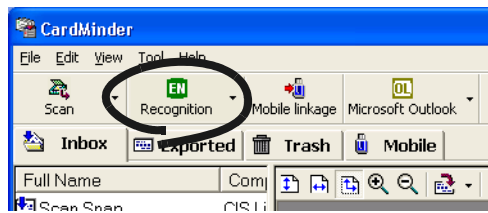

| HINT | Only the selected part on the front or back side image of the business card can be recognized. |

2. Select the part to be recognized on the front side image of the business card by dragging a rectangle with the mouse as shown below.

5

Correcting Recognized Character data

3. Click the [Recognition] button on the toolbar.

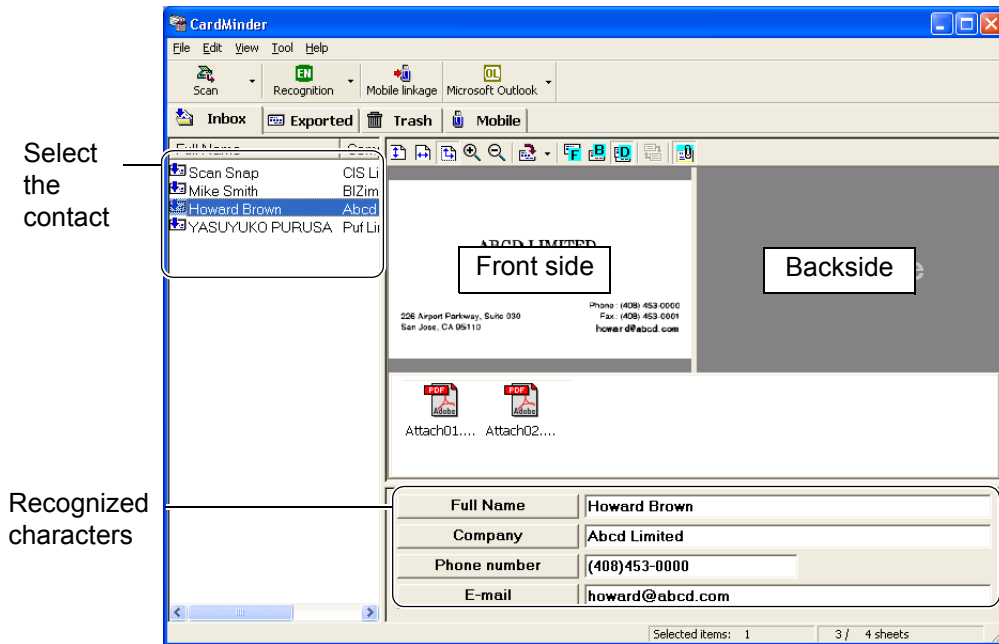
⇒ All characters in the selected part are recognized. The previous recognition result is replaced with the new one.

5

Correcting Recognized Character data

5.4 Keyword Recognition by using Rectangle Selection

This section describes how to recognize each keyword (field such as Full Name, Company, etc.) selected by dragging a rectangle over a keyword on the business card.
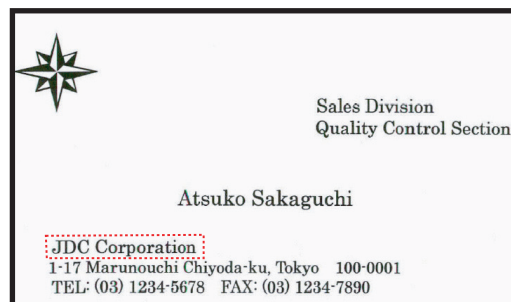You can use the same procedure to correct the records in both the [Inbox] and [Exported] tabs.

1. Select the contact of which you want to recognize his/her business card image from the [Inbox] tab.
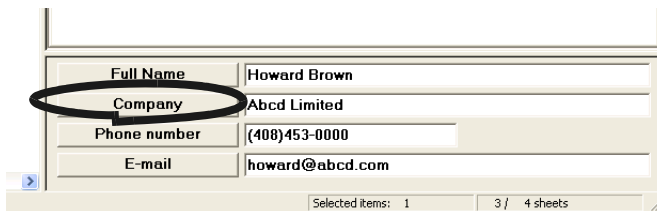

HINT

Only the selected part on the front or back side image of the business card can be recognized.

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2. Specify the part to recognize on the front/back side image by dragging a rectangle with the mouse as shown below. The following shows an example of how to correct misrecognized characters in the "Company" field.

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Correcting Recognized Character data

3. Click the [Company] button below the business card image.

Full Name	Howard Brown
Company	Abcd Limited
Phone number	(408)453-0000
E-mail	howard@abcd.com

Selected items: 1   3 / 4 sheets

⇒ The newly recognized characters appear in that field. The previous recognition result is replaced with the new one.

● ●

HINT

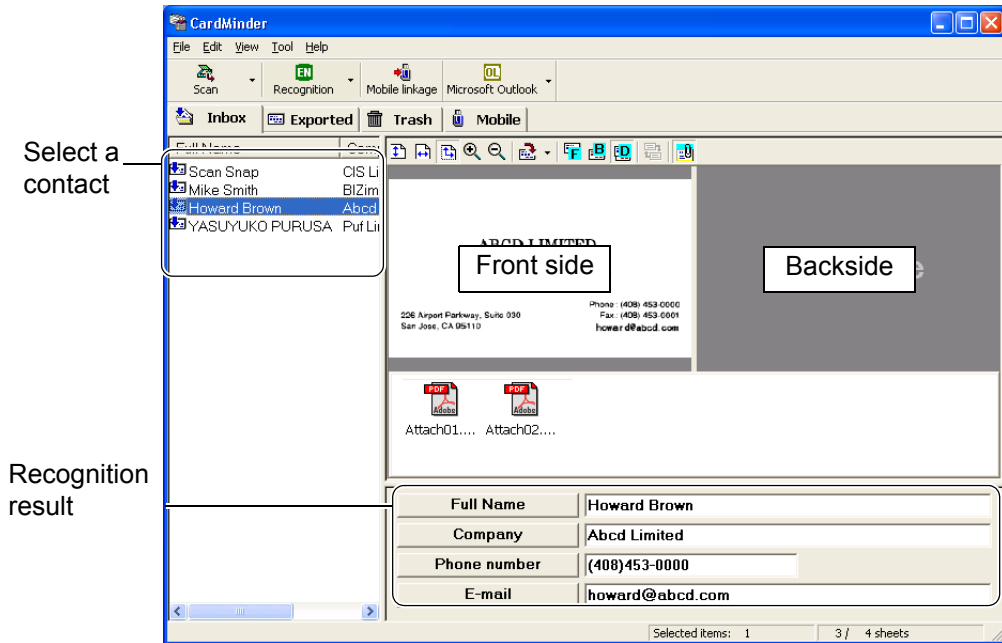As you have done with the "Company" field, other fields can also be corrected following the procedure above.
You can correct "Full Name," "Company," "Department," "Job title," "ZIP/Postal codes," "Address," "Phone number," "Fax number," "Mobile phone," "E-mail," "Web site address," and "Memo" fields.
You can use up to 60 double-byte characters or 120 single-byte characters in the "Memo" field.

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Correcting Recognized Character data
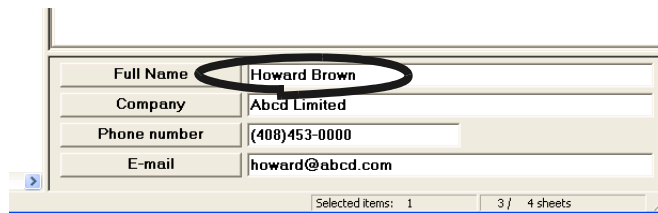
5.5 Correcting Recognition Results Manually

The procedure for correcting records in the [Exported] tab is the same as for correcting those in the [Inbox] tab. How to correct records in the [Inbox] tab is described in the following example.

1. Select the contact of which you want to correct the business card image from the [Inbox] tab.

2. Click in a field you want to correct.
   The following shows an example of how to correct characters in the "Full Name" field.

   ⇒ The mouse cursor is in the field you clicked.

3. Type in correct characters in the field.

● ●
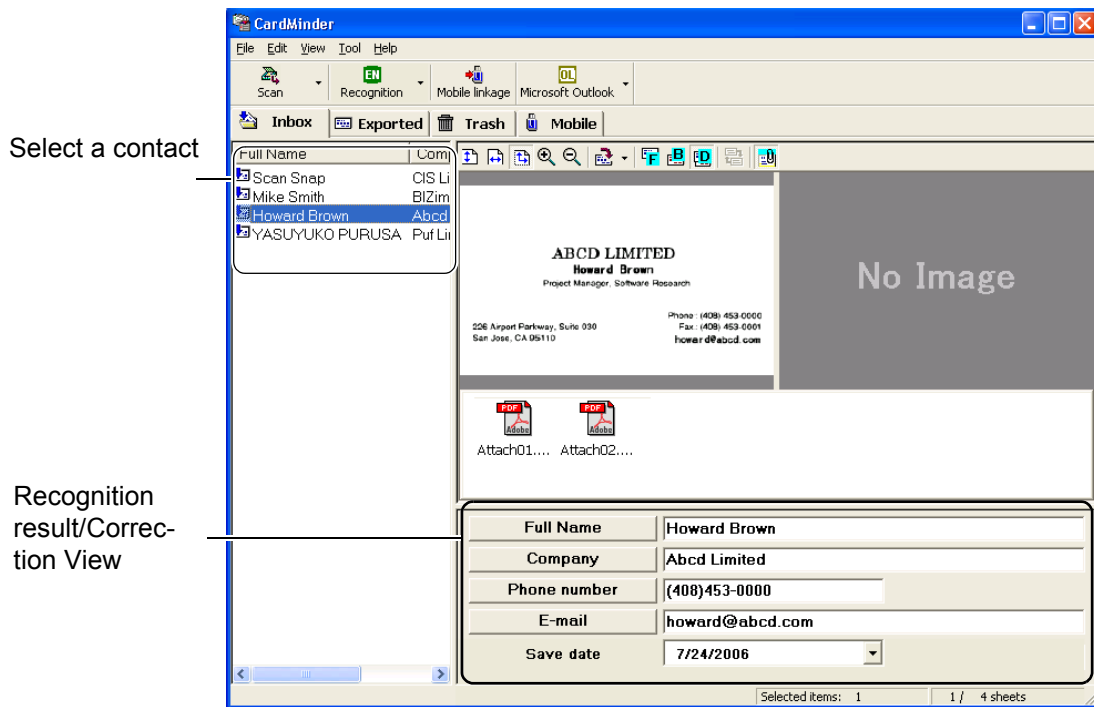
HINT

- As you have done with the "Full Name" field, other fields can also be corrected following the procedure above.
  You can correct "Full Name," "Company," "Department," "Job title," "ZIP/ Postal codes," "Address," "Phone number," "Fax number," "Mobile phone," "E-mail," "Web site address," "Memo" fields.

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Correcting Recognized Character data

5.6 Changing the Save Date

When you scan a business card with CardMinder, the date scanned is recorded as "Save date." The following procedure describes how to change the "Save date."

1. Select a contact (record) of which you want to change the save date from the Data list view.

Select a contact

Recognition result/Correction View

2. Click the ⏷ button next to the "Save date" field in the Recognition Result/Correction view.

⇒ A calendar appears.

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Correcting Recognized Character data

HINT

If the "Save date" is not displayed in the Recognition result/Correction view, display it following the procedure below.
1. Select [Tool] in the menu bar and click [Settings] .
2. Select the [Export Items] tab in the [Settings] window.
3. Mark "Save date" in "Export Items Settings."
4. Click [OK] and close the [Settings] window.

3. Click the date to apply in the calendar.

HINT

You can change the date by entering numbers directly from the keyboard or using the [↑]/[↓] (Up/Down) keys after clicking in the "Save date" field.

5

Correcting Recognized Character data

Chapter 6

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Setting Preferences

This chapter describes how to set CardMinder preferences.
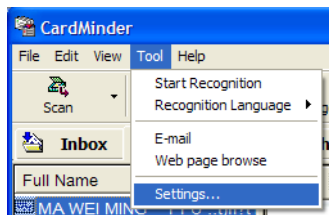
6

6.1 General Settings of CardMinder

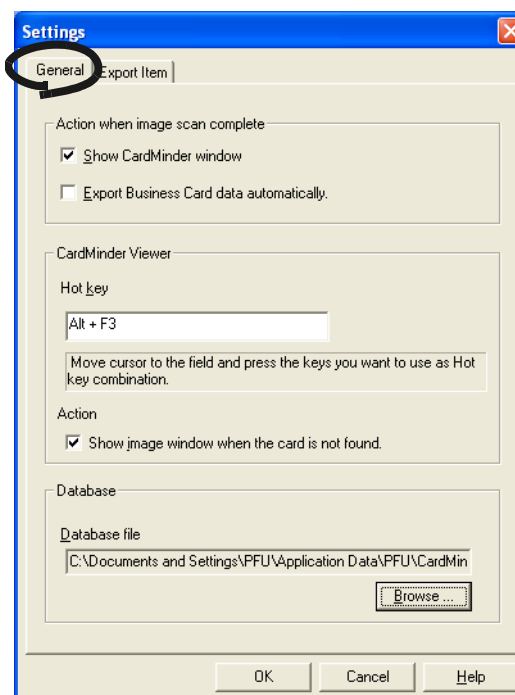The general settings of CardMinder described in this chapter are as follows.

- Action when image scan is complete
- CardMinder Viewer options
- Specifying the database file of CardMinder

1. Select [Tool] on the menu bar -> [Settings].

⇒ The [Settings] window appears.

2. Select the [General] tab.
   You can configure various settings on this tab.

Action when image scan is complete
- Show CardMinder window
  The Main window and recognition result will be displayed after the [SCAN] button on the front of ScanSnap is pressed.

6

Setting Preferences

•Export Business Card data automatically

The recognized record is added to the database of CardMinder, and, at the same time, Card-Minder is associated with another application to which records are exported. The wrong names of persons or companies can be accidentally stored in your database. Therefore, this setting is not recommended unless you check that the added records are correct.

On the Main window, by selecting [File] on the menu bar and [Export to] from the [File] menu, you can see which application is associated with CardMinder on the submenu. The currently selected application is marked with a check.

CardMinder Viewer

•Hot key

You use the hot key when performing automatic search with a keyword selected. To set a hot key, on your keyboard, press the key that you want to use as the hot key.

You can designate the key from [A] to [Z], [0] to [9], and [F2] to [F12]. Also, such keys as [Ctrl], [Shift], and [Alt] have to be followed by those keys.

Do not use the combinations of hot keys that are used for Windows as standard, such as [Alt] + [F4].

For example, the following combinations can be used:

> [Ctrl]+[0], [Shift]+[Alt]+[A], [Ctrl]+[Shift]+[Alt]+[F2]

The combinations below and similar cannot be set as the hot key.

> [9]+[F12], [Ctrl]+[Shift]

•Action

The [Show image window when the card is not found] checkbox is marked by default. As long as it is marked, the CardMinder Viewer window becomes active even if there is no matching record. In such case, no business card image is shown, but you can continue searching by entering another keyword in the [Search Text] box.

With the checkbox cleared, the CardMinder Viewer window will not be displayed when there is no matching result.

Database

•Database file

The database file folder (Full path) of CardMinder can be specified in this field.

Click the [Browse] button, and specify a folder to save data in the "Browse for Folder" window.

By default, CardMinder saves data to the C: drive. The default folder is the following:

When the operating system is Windows XP or Windows 2000

> C:\Documents and Settings\<- Log-in User name->\Application Data\PFU\Card-Minder\ENTRY\ENTRYDB.BID
>
> <- Log-in User name-> is defined according to the current user.

When the operating system is Windows Vista

> C:\Users\<- Log-in User name>\AppData\Roaming\PFU\CardMinder\ENTRY\ ENTRYDB.BID
>
> <- Log-in User name-> is defined according to the current user.

You do not have to change the folder to save the database under normal circumstances. However, if there is not enough space in the C: drive, change the path to save the data in another drive.

6

Setting Preferences

- -

HINT

- To make a backup copy of the database in CardMinder, exit CardMinder and then copy the following file and folder to the folder designated to store the "Database file" as described above.
  File to be copied: **ENTRYDB.BID**
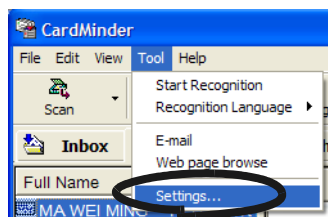 Folder to be copied: **[ENTRYDB] folder**
- Uninstalling CardMinder does not delete its database. However, it is recommended to make backup copies on a routine basis.

- -

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Setting Preferences

6.2 Export Item Settings

The Export item settings described in this section affect the following settings.

- Settings of Recognition Result/Correction View
  Export items checked on the [Settings] window are displayed on the Recognition Result/Correction View.

- Settings of data items to be exported to another application linked with CardMinder.
  The fields of export items checked on the [Settings] window are exported to another application.

1. In the Main window, select [Tool] on the menu bar -> [Settings].

   ⇒ The [Settings] window appears.

2. Select the [Export Item] tab, and then mark the items you want to export.
   Clicking the [Default] button resets the settings.

HINT
- The items [Memo] and [Save date] are displayed in the Recognition Result/Correction View, but they will not be exported.
- The checkbox of the default items [Full Name], [Company], [Phone number] and [E-mail] cannot be unmarked.

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Setting Preferences

Updating CardMinder Online

In this chapter, how to update CardMinder online is described.
In an effort to improve the usability and functionality of CardMinder, program updates are carried out timely.
On the Main window, CardMinder can check if the latest program (Update Pack) is available and update the program.

> **ATTENTION**
> - To update the program online, you must have Internet Explorer 6.0 or later installed on your system that has connection to the Internet.
> - Be sure to log on as a user with Administrator privileges.

> **HINT**
> We recommend that you update your program on a regular basis.

When updating CardMinder, follow the instructions below.

1. On the [Help] menu, select [Online Update].

⇒ A message window to confirm whether or not to update CardMinder online appears.

2. Click the [Yes] button.

⇒ If the latest Update program is available, a message window that asks you whether you want to download and install the program online appears.

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

ATTENTION
After an online update interruption, if you retry the online update immediately, a message "Failed to download" appears and the operation may not be possible. This is because it takes some time to delete the half-downloaded file. Wait for a while and retry the online update.

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

● ●

HINT
In the case where the latest update is already installed, the message below appears.

Click the [OK] button to close the message.

● ●

3. Click the [Yes] button.

⇒ The program download starts, and the confirmation window appears when it completes.

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Updating CardMinder Online

4. Click the [Install] button.

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HINT

When you click the [Information] button, Internet Explorer opens and information about the latest update for CardMinder appears.

⇒ Installation starts, and the "Welcome to InstallShield Wizard for CardMinder" window appears.

Follow the instructions on the screen to install.

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Updating CardMinder Online

Chapter 8

Troubleshooting

This chapter describes the troubleshooting.

No	Phenomena	Recommendation
1	Scanning does not start	$\Rightarrow$ Check the following items When using scanners other than the ScanSnap or the TWAIN-compliant scanners • CardMinder is not compatible with scanners other than the ScanSnap or the TWAIN-compliant scanners. When using ScanSnap • Is ScanSnap Manager installed correctly? Refer to Getting Started of ScanSnap and install the ScanSnap Manager correctly. • Is the ScanSnap icon on task bar shown as ⊜ ? If so, set ScanSnap Manager by referring to the ScanSnap Operator's Guide, so that the icon of ScanSnap Manager changes to ⑤ or ⑤ . • Is the [ScanSnap Manager...] window opened? Scanning is disabled when the window [ScanSnap Manager...] is opened. Close the window. • Is the scanner supported by ScanSnap Manager? ScanSnap Manager does not support besides the ScanSnap Scanner series. When using a TWAIN scanner • Is the scanner driver installed correctly? Refer to the scanner manual. • Does the TWAIN scanner driver window remain on the screen? Close the TWAIN scanner driver window and then scan. • Is the scanner supported by TWAIN driver? The scanner compliant with neither ScanSnap Manager nor TWAIN driver does not support CardMinder.

No	Phenomena	Recommendation
2	The scanned business card image is not displayed on the window.	⟹ Did you scan the right side of the business card? Follow the instructions in the scanner manual to set the card properly.
3	The image is scanned, but Full Name or Company does not appear or appear incorrectly on the Main window.	⟹ Check the following items. • Is the image of the characters aligned horizontally? If not, correct the direction of the business card image by pressing [icon] , and press [Recognition icon] on the toolbar. • Are the front and back sides of the image switched? The name should appear on the front side. Swap the front and back side images of the business card by clicking [icon] and pressing [Recognition icon] on the toolbar. (See Section 1.4 for button functions) Otherwise, try recognition again by referring to Section 5.1.
4	The recognition of images is not correct.	⟹ Check the following • Do the characters and image contact with each other or aren't they too close to each other? Such characters cannot be recognized. Correct the data manually. (See Section 5.5.) • Is the color of the characters white and the background dark? Those characters cannot be recognized. Correct the data manually. (See Section 5.5.) • Are several phone numbers printed together as shown in the example? These phone numbers cannot be recognized. Please correct the data manually. (See Section 5.5.)
5	The items you wish to recognize do not appear on the window.	⟹ Select [Tool] on the menu bar -> [Settings] in the Main window. Then select the [Export Item] tab. Add the check mark next to the item you wish to recognize and export. (See Section 6.2.)

No	Phenomena	Recommendation
6	The original file is not modified even if the file attached to the business card data is modified.	⇒ When attached files are included in the business card data, they are copied and added to the database of CardMinder. Therefore, modifications made on the original file do not affect the attached file.
7	Characters on the scanned business card is not text-recognized correctly.	⇒ Verify the following: • Aren't many handwritten characters on the card? If there are many handwritten characters on the card, the card is prone to incorrect recognition. Recognize each item separately using the [Recognition] button after selecting the incorrectly scanned part. Otherwise, correct the characters by directly typing in with the keyboard. • Aren't the background or the patterns overlapped? If the background or patterns overlap with the name or the address on the business card, the card is prone to incorrect recognition. Recognize each item separately using the [Recognition] button after selecting the incorrectly scanned part. Otherwise, correct the characters by directly typing in with the keyboard.

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CardMinder™ User's Guide

P3PC-2022-02ENZ0

Issue date: March 2008
Issued by: PFU LIMITED

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